

Change of Occupancy Cleaning Scope of Work

			Complete
1.	Entry Way	a.	Wash down entry door inside and out
		b.	Clean closet doors inside and out
		c.	Clean out door tracks as applicable
		d.	Clean out light fixtures as applicable
		e.	Clean/wash/strip/wax entry way floor as applicable
2.	Living Room	a.	Clean all receptacles and switch plates
		b.	Wash all windows inside and out
		c.	Clean all window tracks and sills
		d.	Clean patio/deck door, tracks, etc, inside and out
		e.	Vacuum rug or wash/strip/wax hard surface floor as applicable. Note(a separate Carpet Cleaning Scope SOW-2 may be referenced if carpet cleaning is necessary)
		f.	Clean closet door/closet as applicable
3.	Kitchen	a.	Pull out and clean behind stove
		b.	Clean Stove
			- Pull off all knobs and clean behind
			-Remove all drip pans & clean
			-Clean interior surfaces
			-pull and clean inside storage drawer
			-Clean broiler pan
			-clean oven racks
			-Clean oven door/glass inside & out
			-Clean hood, including fan and filter area
		c.	Refrigerator & Freezer
			-Pull out and clean behind and underneath
			-remove and clean all drawers
			-remove and clean shelves
			-clean all interior surfaces
			-clean rubber door seal (replace if necessary)
			-Clean exterior
			-Remove and clean bottom kick plate or vent as applicable
			-clean ice cube trays or icemaker receptacle.
			-Do not change temperature settings
		d.	Open and wipe clean interior of all kitchen drawers
		e.	Open and wipe clean interior of all cabinets
		f.	Wipe clean all exterior cabinet, drawer and countertop surfaces
		g.	Clean and polish sink and faucets
			-clean areas behind faucets
			-metal sink edge as applicable
		h.	Clean dishwasher inside and out
		i.	Clean all switch plates and receptacle covers
		j.	Clean all light fixtures inside and out
		k.	Wash/strip/wax kitchen floor as applicable
		l.	Clean microwave as applicable
		m.	Check garbage disposal

4	Dining Room	a.	Clean all receptacles and switch plates	
		b.	Wash all windows inside and out	
		c.	Clean all window tracks and sills	
		e.	Vacuum rug or wash/strip/wax hard surface floor as applicable. Note(a separate Carpet Cleaning Scope SOW-2 may be referenced if carpet cleaning is necessary)	
		f.	Clean closet door/closet as applicable	
6	Bathroom 1 (as applicable)	a.	Clean medicine cabinet inside & out	
		b.	Clean/polish mirror(s)	
		c.	Clean vanity sink	
		d.	Clean/polish faucets	
		e.	Clean interior of vanity	
		f.	Clean toilet	
			-inside rim	
			-base/behind& under seat and lid	
		g.	Clean all doors and door and closet tracks as applicable	
		h.	Clean tile floors and walls	
		i.	Clean tub and clean/polish tub fixtures	
		j.	Clean light fixtures inside & out	
		k.	Wash windows inside and out	
		l.	Clean window tracks and sills	
7.	Half bath (as applicable)	a.	Clean medicine cabinet inside & out	
		b.	Clean/polish mirror(s)	
		c.	Clean vanity sink	
		d.	Clean/polish faucets	
		e.	Clean interior of vanity	
		f.	Clean toilet	
			-inside rim	
			-base/behind& under seat and lid	
		g.	Clean all doors and door and closet tracks as applicable	
		h.	Clean tile floors and walls	
		j.	Clean light fixtures inside & out	
		k.	Wash windows inside and out	
		l.	Clean window tracks and sills	
8.	Master bedroom	a.	Master Bathroom	
			-Clean medicine cabinet inside & out	
			-Clean/polish mirror(s)	
			-Clean vanity sink ¹	
			-Clean/polish faucets	
			-Clean interior of vanity	
			-Clean toilet	
			-inside rim	
			-base/behind& under seat and lid	
			-Clean all doors and door and closet tracks as applicable	
			-Clean tile floors and walls	
			-Clean tub and clean/polish tub fixtures	

			-Clean light fixtures inside & out	
			-Wash windows inside and out	
			-Clean window tracks and sills	
			-Clean closet door/closet as applicable	
		b.	Clean all doors	
		c.	Clean all switch and receptacle plates	
		d.	Clean all light fixtures inside & Out	
		f.	Clean all windows inside & out	
		g.	Clean all window tracks and sills	
		h.	Clean all door tracks	
		i.	Clean ceiling fan blades and light fixtures	
9.	Bedroom 2	a.	Clean all doors	
		b.	Clean all switch and receptacle plates	
		c.	Clean all light fixtures inside & Out	
		d.	Clean all windows inside & out	
		e.	Clean all window tracks and sills	
		f.	Clean all door tracks	
		g.	Clean ceiling fan blades and light fixtures	
10.	Bedroom 3	a.	Clean all doors	
		b.	Clean all switch and receptacle plates	
		c.	Clean all light fixtures inside & Out	
		d.	Clean all windows inside & out	
		e.	Clean all window tracks and sills	
		f.	Clean all door tracks	
		g.	Clean ceiling fan blades and light fixtures	
11.	Bedroom 4	a.	Clean all doors	
		b.	Clean all switch and receptacle plates	
		c.	Clean all light fixtures inside & Out	
		d.	Clean all windows inside & out	
		e.	Clean all window tracks and sills	
		f.	Clean all door tracks	
		g.	Clean ceiling fan blades and light fixtures	
12	Bedroom 5	a.	Clean all doors	
		b.	Clean all switch and receptacle plates	
		c.	Clean all light fixtures inside & Out	
		d.	Clean all windows inside & out	
		e.	Clean all window tracks and sills	
		f.	Clean all door tracks	
		g.	Clean ceiling fan blades and light fixtures	
13	Garage	a.	Remove all debris	
		b.	Clean oil/grease stains	
		c.	Sweep floor clean	
		d.	Clean garage door-inside & out	
		e.	Check automatic door opener for operation	
14.	Laundry Room	a.	Ensure supply valves are closed	
		b.	Sweep floor & mop floor clean	
		c.	Check and clean dryer vent	
		d.	Clean/clear floor drain as applicable	
15	Exterior storage	a.	Clean door inside & out	
		b.	sweep floor clean	
		b.	Remove previous resident's belongings	

Additional Contractor responsibilities:

1. Contractor employees must be eligible to legally work in the United States, and must be able to obtain necessary passes to work on the installation
2. Contractor will obey all posted installation speed limits.

¹ Specifications for cleaning fiberglass bathroom and kitchen fixtures:

- a. For regular cleaning, use non-abrasive agent (e.g. Spic & Span, Arm & Hammer baking Soda, etc)
- b. For heavy soap scum build up, effective agents are Bon-Ami Polishing Cleanser and Soft Scrub
- c. To dissolve mineral deposits caused by hard water, use Lime-Away, ZUD, or Bar keepers Friend
- d. Follow manufacturer's instructions for cleaning agents
- e. **THE USE OF ABRAISAVE CLEANING AGENTS WILL EVENTUALLY DUL FIXTURES AND RESULT IS A CHARGEBACK TO THE CLEANING CONTRACTOR OR RESIDENT**