

Self Cleaning Guidelines

Range: Stoves must be thoroughly cleaned of all grease and food particles. This includes top burners, chrome reflectors, grease traps, porcelain enamel surfaces of range. Ensure all broiler pans and oven racks are in place in range. The following will be performed on non self cleaning ranges: Clean oven walls, top, bottom and back. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. Please follow the appropriate cleaning guidelines for all self cleaning ranges (**DO NOT** leave racks inside the oven when using the self cleaning feature). Oven racks, broiler tray and pan must be cleaned on all ranges. **CAUTION SHOULD BE TAKEN TO INSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL FINISHES OR FLOORS.** To bring added luster to the white porcelain, after washing with warm soapy water, a class cleaner may be used. **DO NOT** use harsh abrasive cleaners.

Ranges and refrigerators must be in kitchen, not in basements or stored elsewhere.

Refrigerators: Refrigerators must be free of all food, cleaned inside and out, defrosted and wiped dry. Food particles and mildew must be removed from rubber molding around door. Refrigerators must be moved from wall. Coils must be cleaned. Turn controls to the lowest temperature and leave refrigerator running. Remove drip pan from under refrigerator and clean. Ensure all the shelves are in place inside the refrigerator.

Dishwasher: Dishwashers must be cleaned inside and out. Dirt and mildew must be removed from any plastic or rubber surfaces. Any caked detergent must be removed. Racks and utensil baskets must be clean.

Kitchen Exhaust Fans: Grill must be free from grease. Clean fan, filter, hood and chain. **DO NOT** immerse fan in water.

C/O and Smoke Detectors: All C/O and smoke detectors must remain in quarters.

Cabinets and Drawers: Must be thoroughly cleaned inside and out. All shelving paper, dust and dirt must be removed. Insure that all greasy fingerprint marks are removed from the exterior of all cabinets/drawers.

Plumbing Fixtures: Sinks, wash basins, bathtubs, commodes, shower plumbing, soap dishes and garbage disposals must be thoroughly cleaned. Soft scrub is recommended for all surfaces. Avoid scouring powders if possible, they will damage fiberglass surfaces.

Indoor Light Fixtures: Will be cleaned of all dirt, grease and insects. Ceiling fan paddles must be free from dust. If you have a problem reaching or removing any fixture, please contact the service request desk. All light bulbs should be operational upon final inspection. Replace broken globes on lights, both interior and exterior. Replace damaged switch plates and receptacle plates. They must be paint-free.

Walls, Ceilings, Doors, Woodwork, Heating Outlets and Return Grills: Must be free from dust, dirt, grease, cobwebs and finger marks. Remove dust from above doors. Louvered doors must be free of all dust, lint and grease. All nails and picture hangers should **not** be removed. When washing walls and woodwork use sponge, warm water and mild soap. Change cleaning solution and rinse water frequently. Work should proceed from corner to corner starting at bottom of wall, wash and rinse upward with long straight strokes. Walls and wood work should be dried with a soft, clean cloth as work progresses. Abrasives or steel wool will not be used. Bathroom walls will be free of mildew and soap buildup. Soft scrub should be used on all fiberglass surfaces. Ensure that all cleaning residue is rinsed from the walls.

Windows: Clean all interior surfaces of windows and exterior surfaces readily accessible from the ground and on the second floor where tilt in windows are present. Window ledges and sills must be vacuumed or brushed and washed, including area between main sash and storm window. Dirt must be removed from screens by brushing or vacuum cleaning.

Shades and Mini Blinds: Be sure that all window coverings that were provided at move-in are not damaged and are affixed properly to the windows. All storm windows, doors, and screens must be in place and free from dust, dirt, grease and finger marks. Shades and mini blinds may be washed with sponge dampened in mild cleaning solution, rinsed with sponge and clear water and dried with a soft cloth.

Floors: Must be thoroughly cleaned to include underneath refrigerator, all corners and metal threshold strips. Old wax must be removed from all floors.

Wood Floors: Must be cleaned with damp mop and if necessary mild cleaning solution. Use water sparingly and remove as quickly as possible. Never use ammonia or liquid wax on wood floors.

Asphalt Tile and Linoleum Floors: Can be cleaned with a wet mop and all-purpose detergent. A good liquid detergent which has ammonia content will remove old wax. These floors will **not** be re-waxed but must be buffed.

Ceramic Tile Floors: Commercial spray bathroom cleaners or all purpose synthetic detergents may be used. Clean thoroughly to include joints between tiles.

Carpet: Have all carpets professionally cleaned including all stairs. Pet owners must include pet neutralization (if pet odor is present at time of final inspection, carpet replacement charges will be replaced. All carpet must be dry at final inspection.

Fireplaces: Must be free of ashes, dust and dirt.

Attics and Storage Areas: All personal items must be removed and area will be broom swept.

Basements (If Applicable): Thoroughly sweep all floor areas. Windows and window wells must be washed. Utility sinks must be cleaned.

Garages/Shed/Carports/Driveways: all personal items will be removed. Remove oil, paint and grease spots from deck. Stains may be sprayed with commercial degreaser products and flushed with clear water. Dust walls, doors, framing shelves and wash windows.

Exterior: Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off porches, sidewalks, patio slabs, driveways, and storage room doors.

Fenced Yards and common Grounds: Rake lawn, cut and trim grass and shrubbery. Flower beds will be clean and free from weeds. Leaves and twigs should be bagged in advance of your inspection and disposed of on trash day. Ground and seeded areas damaged by pets will be returned to the original condition. Holes dug in the ground must be repaired and grassed areas worn down must be properly seeded. General area around home will be free of paper, trash, leaves and animal waste.

Garbage Cans: All trash cans (regular and recyclables) must be empty and hose clean.

Unauthorized Construction:

Adding latticework, plastic sheeting, and nonstandard fences are not authorized.

MISCELLANEOUS:

Remove all personal property including carpets, air conditioners, wallpaper, swings, etc.

NOTE: Have telephone and cable service disconnected at least one day prior to final inspection. Notify Post Office of change of address. Take pets with you or make arrangements for their care. DO NOT ABANDON PETS!!

NOTE: Immediately upon completion of the final inspection, the occupant will be required to turn over keys. The occupant will no longer have access to the home.