

# Cleaning Checklist

	Y	N	N/A
Mail Forwarded to new address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity, gas, telephone and internet accounts cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All rubbish removed from the property and bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway free of leaves, and pressure cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawns mowed, trees/shrubs pruned and weeds removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House and garage free of cobwebs inside and outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside patios, verandahs and soffits/eaves pressure cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window tracks, frames and glass cleaned and free of dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flyscreens free of dirt, dust and cobwebs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blinds, verticals and curtains clean and free of dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fans, air conditioners and smoke alarms clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All lights/bulbs working throughout property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light fittings free of bugs and switches clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All walls and ceilings free of marks and insect spots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All doors including front door and door frames clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All cupboards and wardrobes empty and clean on walls inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen including oven, stovetop, dishwasher and range hood clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom, shower and vanities clean and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets cleaned, sanitized and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry clean, sink free of rust and foreign material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All floors mopped and free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patios and verandahs swept and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personal items removed from the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All outside window glass cleaned and dust free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All skirting boards throughout house cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal bugs removed from cornices and ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpets professionally cleaned and receipt provided to Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All property keys returned to the Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Bond Refund Guide

A step by step  
cleaning guide  
To help you  
get your  
Bond Back



**RE/MAX** Ignite

## Cleaning equipment and checklist you will need...

### Inside

**Equipment: (image 1)** Dustpan & broom, cloth wipes, narrow vacuum nozzle (to fit window tracks), scouring sponges, paper towel, clean towels, medium size window squeegee, screwdriver to fit into window tracks, disposable gloves and a toothbrush

**(Image 2)** Mop and mop bucket, step ladder (or ladder), vacuum cleaner, general bucket, broom and cob web Remover (if required)



**Chemicals:** Detergent or sugar soap, all purpose spray & wipe, crème cleanser, spray disinfectant, toilet bowl – glass – oven & floor cleaner, insect spray (if required)

### Outside

**Equipment:** Secateurs/pruning scissors, tree saw, outdoor broom, cobweb remover, firm hand scrubbing brush, lawn mower & edge trimmer.

**Chemicals:** Weed killer, driveway degreaser and outdoor insect spray.

PLEASE NOTE: THE EQUIPMENT AND CHEMICALS AS SHOWN ON AS A GUIDE LINE ONLY.

## 2 weeks until end of lease

**Cancel Utilities:** Organise a final reading of your electricity, gas, telephone accounts at the end of Tenancy

**Carpet Cleaning:** Arrange a professional carpet cleaner to arrive the day before the keys are due to be returned. You must submit an official carpet cleaning receipt once completed. Tax Invoice is to be handed in with keys.

Scrub out sink and drain must be free of waste and polish clean with paper towel

Spray and wipe all bench tops, wall tiles and fronts of cupboards and drawers

Scrub any food marks off flooring, ready for a final mop

### Bathroom

Vacuum entire bathroom to remove any hair and foreign objects before you start cleaning

Wet and scrub entire shower with appropriate product and a scourer sponge especially in the corners, door frame and top of shower until no soap scum, mould or rust stains are visible. Rinse with water and squeegee shower glass, then dry and polish with paper towel. Also make sure the drain is free of any hair.

Clean exterior of shower with glass cleaner and paper towel

### Handy Hints:

If mould is present you may need a mould remover, a toothbrush is useful to get into the grout and tight areas – a good chemical to use is **Exit Mould!**

**If soap scum/calcium build up is evident on shower screens, try using CLR**

Scrub bath tub with a scourer sponge and rinse thoroughly

Wipe out vanity and sink, scrub with a scourer if necessary to remove build up and any rust marks, ensure drain is hair free

Polish mirror and wall tiles with a glass cleaner and paper towel until streak free

### Floors

Vacuum entire house ready for the carpet cleaner, sweep hard floors and mop. Make sure there is no hair or debris left on the flooring. Sweep verandah and patio areas.

## 1 day until keys are returned

On this day carpets should be professionally cleaned. Do a final walk through with the checklist to ensure the property is in the correct handover state.

### Handy Hint:

Let our office know if you are able to go back to the property to complete any cleaning or maintenance if necessary.

### **Laundry (as above) and also pay special attention to:**

Laundry sink often has a build up of rust, calcium and soap scum, this can be removed with a crème cleanser and scourer sponge. Make sure drain is free of waste and laundry cupboards often require the same process.

Wipe all tap fittings and wall tiles (including the top of tiles as they can be dusty) and scrub marks off floor with crème cleanser especially where appliances have been.

### **Toilets**

Clean and disinfect all parts of the toilet, including fittings and cistern. Don't forget behind the toilet and pipes. Using a spray disinfectant, paper towel and disposable gloves is a safe and hygienic way to clean a toilet.

Scrub inside of the bowl with toilet bowl cleaner and a toilet brush

Clean all wall tiles with spray disinfectant and a cloth and wash any dirty walls

**Handy Hint:** All personal items such as toilet brushed, air fresheners and toilet bowl scents must be removed. Even if they would be useful to the next tenant.

### **Kitchen cleaning**

Remove all components of oven, range hood and stove, including the knobs if they come off. Soak in hot soapy water for as long as necessary (overnight if possible). Scrub with a firm scourer until clean.

Clean oven as per oven cleaner instructions, pay special attention to the glass and roof of oven – replace oven components.

Wash stove top with soapy water, gently scourer if necessary to remove all marks and food build up.

Polish dry with paper towel and replace knobs and burners.

Wipe and polish range hood including the underneath section when pulled out and replace filters.

Dishwasher including filters and racks must be free of all food and scraps.



**Handy Hints:** Using eucalyptus oil on a wash cycle with help eliminate odours and vacuum out all cupboards, then wash with soapy water inside and out, especially around door handles and dry with a clean towel

**Lawns:** Lawns should be mowed within the last few days of your tenancy ending. If you are not doing this yourself, please organise a gardener to mow the lawns and cut edges. They can also weed and prune if required.

**Pest Control:** A general Pest Control is to be carried out upon vacating the property (inc. cockroaches, spiders and silverfish). You must submit an official carpet cleaning receipt once completed. Tax Invoice is to be handed in with keys. If you have **pets** at the property, it will also need to be fumigated for **FLEAS** both internally and externally.

### **Handy Hints:**

Organise any tradespeople with enough notice to repair any property damage or maintenance necessary.

If any walls need painting, please contact our office as we may be able to assist you to match the paint exactly or have cheaper rates. Any mismatching paint, no matter how slight, will often require the entire room to be re-painted at your expense.

### **7 days until end of lease**

### **Inside House**

#### **Use a step ladder or ladder to complete the following inside jobs:**

Remove & wash all light fittings, dry & replace, Check all light globes and make sure in working order.

Wipe clean all ceiling fans, air conditioners (including internal filters. Remove exhaust fans in kitchen, toilet & bathroom, wash and replace.

Check & clean all curtains and blinds of dirt, dust and marks. Venetian blinds often need to be wiped clean slat by slat. Some curtains can be washed on a gentle cycle. If not, vacuuming may help remove dirt and dust, then wipe clean.

Check for fly and insect spots on all ceilings, sugar soap or mild detergent in a bucket of warm water with a sponge works well to remove these. Test a small spot

## Outside House

Scrub Driveway with a stiff broom & detergent to remove oil & tyre marks. An oil degreaser & High pressure water cleaner may be needed for stubborn stains.

Remove all rubbish from the yard, pay special attention to cigarette butts, bottle tops etc around gardens.

Clean & sweep garage, remove cobwebs, degrease floor & spray with insect spray if needed.

Mow lawns, prune trees and bushes, remove all weeds and spray with weed killer if necessary

### Handy Hint:

Make sure your bins are emptied when the keys are returned or left on the curb side for the next collection day

### 3 days remaining

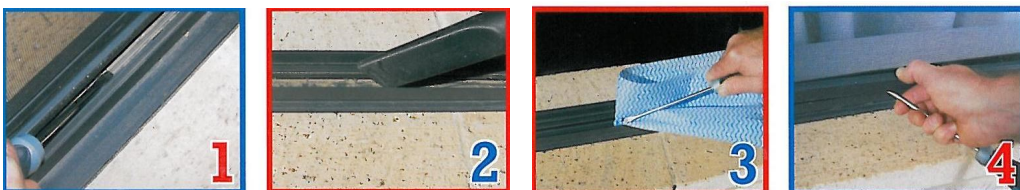
**The property should now be emptied of all personal belongings and your mail redirected to a forwarding address**

### Window Cleaning

Brush down all cobwebs outside the house before you start cleaning the windows with either a cobweb remover or a broom.

Clean windows tracks of dirt and build up by carefully running a screwdriver along the tracks to loosen the dirt. Vacuum with a narrow nozzle, then wipe clean with a damp cloth on the screwdriver blade.

Remove flyscreens (if possible) otherwise brush down with a dustpan brush.



### Handy Hint:

If fly screen are too tight or you have security screen, the sliding window usually comes out from the inside.

### Simple method to squeegee a window

Soap up window with a scourer sponge to remove all dirt and build up with the window soap and wet all over, wipe top edge with a dry towel, this will reduce streaking.

Slide the squeegee down the window with a firm steady pressure starting from either side

Dry squeegee blade after each stroke, continue until finished. Make each stroke slightly overlaps the last one to avoid lines.

Dry edges and remove any remaining marks with a clean towel

Wipe frame and window ledge

### Handy Hint:

Internal windows can be cleaned the same way, just use less water on the sponge and place a towel under the window to prevent water damage.



### 2 days left, last day of cleaning

#### Bedrooms, living areas and hallways

Remove all cobwebs and marks on walls. The walls may need to be washed with sugar soap or mild detergent in a bucket of water and a sponge. Check for any insect marks. Pay special attention to switches and door handles. For tuff scuff and marks try using a **magic eraser**.

Remove all personal hooks, posters, sticky tape etc

Wipe all skirting boards, doors and frames with damp cloth

Vacuum all wardrobes and cupboards and wash with soapy water and dry