

## Tomlinson Estates Cleaning Checklist

**We understand that cleaning your house before moving out is a rather overwhelming task so to help you we put together a checklist for you. There is a column for you to assign a task to a certain person in your house and a column for ticks when done!**

<p><b>Items you might need:-</b></p> <ul style="list-style-type: none"> <li>Anti-bacterial cleaner</li> <li>Glass cleaner</li> <li>Tile/grout cleaner</li> <li>Toilet cleaner</li> <li>Bleach</li> <li>Oven cleaner</li> <li>Mould and mildew remover</li> </ul>	<ul style="list-style-type: none"> <li>Furniture Polish</li> <li>Cloths</li> <li>Mop and a bucket</li> <li>Rubber gloves</li> <li>Black binbags</li> <li>Vacuum cleaner</li> </ul>
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	Name:	Done:
<b>Kitchen</b>		
Empty all cupboards and shelves		
Remove all crumbs and deposits		
Clean inside and out (including the cupboard doors)		
Clean all appliances, including back of the appliances and the washing machine soap tray and dishwasher filter		
Empty and clean the inside of the fridges		
Pull out all fridge shelves, cabinets racks, clean in grooves, door seals		
Leave fridges switched off at the mains and doors open		
Empty the freezer and switch it off, defrost and move away from the wall if possible ( <i>please note defrosting a freezer takes around 24 hours, so plan in advance!</i> ) place towels around the bottom to catch any water from melting ice		
Clean the inside of the freezer including shelves and drawer and door seals		
Leave freezer doors propped open		
Clean oven, including racks, baking trays, handles, switches. <i>The procedure might require a lot of time and harsh chemicals if there is a lot of dirt and food waste.</i>		
Clean hob including racks and switches. <i>The procedure might require a lot of time and harsh chemicals if there is a lot of dirt and food waste.</i>		
Clean the sink		
Wipe down all countertops		
Sweep and mop floor		
<b>Living Room/Dining</b>		
Remove all personal items		
Clean coffee table & side tables		
Clean cupboards, cabinets, bookshelves		
Clean TV set		
Remove all cushions from the sofas and chairs and vacuum crumbs		
Wipe chairs and dining table		
Make sure curtains and blinds are in good order and dust curtain rods		
Hoover the carpets, remove stains		
Sweep and mop floor (if not carpeted)		

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<b>Bathroom/W.C.</b>		
Remove all items from bath edges, shower tray, window sills etc		
Clean the inside of the toilet bowl with a toilet cleaner or bleach		
Wipe the outside of the toilet bowl		
Clean all tiles		
Clean sink, remove mould from grout		
Clean bath, ensure drain is clear from debris and hair, remove soap scum and limescale from all metallic surfaces		
Clean shower tray and shower walls, including drain cover and shower head, remove hair and debris from the drain		
Clean shower screen		
Wipe mirrors with a glass cleaner		
Sweep and wipe the floor		
<b>Walls</b>		
Remove posters		
Carefully remove any Blu-Tack®-type products		
Wipe off any scuff marks, food marks or dirt off walls		
<b>Windows &amp; Windowsills</b>		
Clean the insides of the window glass and frame with window cleaner		
Wipe and dust the sills with a wet cloth		
<b>Bedrooms</b>		
Empty all cupboards, drawers and wardrobes – wipe inside		
Clean underneath the bed		
Wipe all skirting boards and tops of plug sockets with a dry cloth		
Make sure curtains and blinds are in good order - Dust curtain rods and blinds		
Hoover the floor, remove stains		
Sweep and mop floor (if not carpeted)		
<b>Hallways &amp; Stairs/Landings</b>		
Vacuum thoroughly		
Dust all skirting boards, banisters, light switches, sockets, radiators		
If you have changed the alarm code, reset the code back to the original that was given to you at the beginning of the tenancy and inform the office		
<b>Basement:</b>		
Remove all rubbish		
Clean the tumble dryer including filter		
<b>External:</b>		
Pick up all rubbish, cigarette butts, sweep front and rear yards		
Remove any furniture that did not come with the property		
<b>Return all furniture to the rooms they were in when you arrived at the property.</b>		
<b>If you have rearranged your room, return it to its original lay out.</b>		

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### Remove all rubbish

- Plan in advance as your general waste collection is every two weeks
- Bin bags are not allowed to be left outside of bins
- If your bins are full, you must dispose of them in a local tip – ***any items left behind or extra bin bags will have to be disposed of which will be deducted from you deposit***

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