

PROFESSIONAL CLEANING REQUIREMENTS

Bond covers the condition of the unit and cannot be used as rent. All rubbish & belongings must be removed from unit . The fridge must be left empty and switched on. All cupboard must be empty.

Please ask at the office if you require information or assistance.		
1	Blinds / Window coverings	All blinds / window coverings are to be cleaned.
2	Stove	Remove knobs. Thoroughly clean elements & under knobs which can be removed, oven surfaces, racks, grillers and drip trays. Clean elements with steel wool, then finish with Hot Plate Protector. When cool polish with towelling paper. Clean tiles behind elements.
3	Kitchen Extract fan	Extract filter is to be removed and washed clean to remove build up of grease etc. from cooking oil. Filter must be refitted and entire Exterior of extraction fan to be cleaned and buffed.
4	Fridge	Fridge is to be defrosted and emptied completely. Interior and exterior of fridge is to be washed clean. All racks, compartments, freezer box, and trays are to be washed. Exterior to be dried with clean cloth so it is left shiny with no wipe marks.
5	Washing machine	Exterior and interior to be cleaned thoroughly including top lip of drum inside washing machine to remove any residue from washing powder and fluff. Exterior to be dried with clean cloth so it is left shiny with no wipe marks.
6	Dishwasher	Clean filter, interior, especially base and sides of door, exterior, pull out and clean between dishwasher and cupboards, plus top of dishwasher.
7	Clothes dryer	Remove lint from dryer filter, wipe dryer outside. Clean tub. Clean on top of dryer.
8	Ceiling fans	All dust on ceiling fans to be wiped off and fans to be left clean
9	Microwave	Glass plate in microwave to be removed and washed. Inside of microwave to be thoroughly cleaned to remove any splatter from food. Exterior to be cleaned thoroughly and dried with cloth so it is left shiny with no marks.
10	Light fittings & switches	Wash all glass shades, inside as well. Wipe switches. Check all light bulbs are working.
11	Windows, sills, tracks & screens	Clean inside and out. Lift windows out of track for easier access. Remove fly screens to allow cleaning of outside surfaces. If security screens are fitted vacuum security screen and mesh to remove dust build up.
12	Kitchen sink	Scrub with good cleaner around taps with old toothbrush to remove dirt. Use stainless steel wool with jiff to scrub sink all over.
13.	Cupboards	Clean inside and out. Remove all personal items. Remove dirt from top of kitchen cupboards. Scrub kitchen bench top with rough surface cleaning sponge. Remove bottom drawers from kitchen & bathroom & clean underneath.
14	Walls & ceilings / doors	<u>All walls to be washed</u> . All furniture and appliances (fridge) to be moved away from walls so ALL walls can be washed properly. Liquid soap is effective. Wipe around light switches. Check inside linen cupboard and wardrobes for marks. All scuff marks and other marks to be removed.
15	Front door	Remove all marks off front door inside and outside. A rough sponge and Gumption works well to remove marks. Wipe and dry with clean cloth.
16	Cobwebs	Remove any cobwebs from ceilings, walls and cornices.
17	Verandah / Balcony	Veranda tiles are to be washed clean and mopped dry. Sliding glass door to be cleaned outside and inside. Door tracks to be cleaned.
18	Blind tracks	Tracks to be cleaned on top and draw strings and chains to be left clean.

	Blind cords and chains	Operating Chains and Cords also to be washed and left clean.
19	Bathroom & toilet	Bleach and clean. Remove all soap scum and mildew from shower tiles and glass doors. Bath to be washed out and left shiny and clean. Scrub tiles in shower with steel wool and a good bleach, plus glass sliding door, both sides and at bottom of shower doors and lip under shower screens. Remove toilet lid and clean underneath. Remember to clean the exterior of the toilet as well as the pipe work. Shower and floor water outlet rose to be cleaned to remove any hair and soap scum build up.
20	Floors	Vacuum carpets and floor tiles. Wash kitchen and bathroom tiles, scrub if necessary and clean all skirtings. Floor to be cleaned under fridge, washing machine.
21	Vents in kitchen, laundry and bathroom	Vacuum to remove dust build up in mesh
22	Bathroom mirrors	Clean all mirrors must be cleaned and buffed so there are no streak marks.
23	Air conditioners	Filters must be removed and cleaned
23	Bedding	All bedspreads must be laundered**. All beds must be made up and the unit must be presented to management in exactly the same way as it was handed to you
24	Furnishings	Sofa and chairs and cushions must be professionally cleaned by carpet cleaner at the time of cleaning carpet. Leather sofas must be professionally cleaned and conditioned.
25	Electricals	TV, DVD, air conditioners All items must be working and undamaged. All remotes must be in working order and undamaged. Make sure you have replaced any batteries if they are flat. Microwave The microwave was given to you clean and undamaged (without any food burn damage or smell in it. This is how it must be returned to us.
26	Consumer Replacements	Part of the compulsory replacements for hygiene policy. Management will organise this in line with the details set out in your tenancy agreement. **
27	Furniture	All furniture is to be left clean and undamaged – you will be liable for damage caused to furniture

All furniture must be in the same position it was at the start of your tenancy or you will be charged a fee for the furniture to be moved back to the correct rooms and positions.

PLEASE NOTE:

In line with the special terms and conditions of your lease agreement you are required to have the carpets professionally steam cleaned. Proof of paid invoice must be provided for this service.

As you can see from the above there is a lot of work involved in an Exit Unit clean and returning the unit to management at the required standard. If you do not wish to arrange this yourself we can arrange this for you. See office for our current pricing. All rubbish must be removed prior to cleaning or an extra fee will be charged (\$35 per bag of rubbish removed).

If the terms and conditions of the tenancy agreement are not met management will simply book their professional cleaners to complete the cleaning to the required standards and deduct this from your bond.