

# CHECKLIST

## End of Tenancy

### General Areas

- ✓ **Dust Surfaces:** Clean and dust all surfaces including counters, shelves, and baseboards.
- ✓ **Clean Windows:** Wash inside of windows and window sills.
- ✓ **Doors and Door Frames:** Wipe down and check for scuffs or marks.
- ✓ **Walls:** Check for scuffs and marks; wash or touch-up paint as necessary.
- ✓ **Switches and Sockets:** Clean all light switches and electrical sockets.
- ✓ **Light Fixtures and Ceiling Fans:** Clean and dust.
- ✓ **Floors:** Vacuum carpets; sweep and mop hardwood and tile floors.
- ✓ **Mirrors:** Clean all mirrors, ensuring they are streak-free.
- ✓ **Trash:** Remove all personal garbage and ensure trash bins are cleaned.

### Kitchen

- ✓ **Cabinets and Drawers:** Clean inside and out, removing any crumbs or debris.
- ✓ **Countertops and Backsplashes:** Clean and disinfect.
- ✓ **Sink and Faucets:** Descale and polish.

### Appliances

- ✓ **Fridge and Freezer:** Defrost and clean inside and out. Leave switched on and set to a moderate setting.

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- ✓ **Oven and Stovetop:** Deep clean inside and out, including racks and extractor fans.
- ✓ **Microwave:** Clean inside and out.
- ✓ **Dishwasher:** Clean inside, especially the filter and edges.

### Floor

- ✓ **Mop and disinfect,** paying attention to corners and under appliances.

## Bathrooms

- ✓ **Toilets:** Clean and disinfect inside and out.
- ✓ **Showers and Tubs:** Descale shower heads, taps, and clean glass screens.
- ✓ **Sinks and Countertops:** Clean and disinfect.
- ✓ **Cabinets:** Clean inside and out.
- ✓ **Extractors:** Wipe and ensure they are free from dust.
- ✓ **Floors:** Mop and disinfect, including grouting.

## Bedrooms

- ✓ **Carpets:** Vacuum thoroughly; steam clean if necessary.
- ✓ **Closets:** Clean and vacuum inside, ensuring shelves and hanging rods are dust-free.
- ✓ **Surfaces:** Dust and polish any surfaces and headboards.

## Living Areas

- ✓ **Upholstery:** Vacuum sofas and chairs, including under cushions.
- ✓ **Carpets:** Vacuum and steam clean if necessary.
- ✓ **Entertainment Units:** Clean and dust thoroughly.

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### Utility and Storage Areas

- ✓ Laundry Appliances: Clean inside and out, including filters.
- ✓ Shelves and Surfaces: Dust and wipe down.

### Outdoor Areas (if applicable)

- ✓ Gardens and Patios: Tidy up, sweep, and clear leaves or debris.
- ✓ Bins: Clean and disinfect bins.
- ✓ Entryways: Sweep and ensure they are clean.

### Final Checks

- ✓ Smoke Detectors and CO Alarms: Ensure they are working and clean.
- ✓ Keys: Collect all keys and prepare to hand them over.
- ✓ Final Walkthrough: Conduct a final inspection to ensure nothing is missed.