



## Eastmore Real Estate

Eastmore Real Estate Management, Inc.  
Eastmore Real Estate, LLC

Commercial • Investment • Brokerage and Management

# Apartment Cleaning Specifications

Below are instructions on how to clean your apartment to help you to **receive your full deposit refund**. If any of the following items are left unclean, our cleaning service will be called in, and a charge will be made against your security deposit. Please refer to your lease agreement for exact hourly charges of cleaning specific areas.

- 1) **Dust Throughout entire apartment.** Manager will run hand on windowsills, floors, baseboards along floors, under radiators and the panels of the doors.
- 2) **Bathroom.**
  - a) Manager will run hand on the **tile in the shower**. The tile should be shiny and free of soap scum and mold. (*tip: Comet bathroom cleaner leaves a thick film after cleaning, we don't suggest using it.*)
  - b) Look at the **faucets**. If they have watermarks and/or mineral deposits on them, they need to be cleaned.
  - c) **Tub and sink** must be free of dirt, soap scum and mold.
  - d) **Toilet**. Thoroughly clean inner bowl, toilet seat and hinge area, tank area and area around base of toilet.
  - e) **Floor**. Manager will run hand on the floor, no debris, scum or dirt should lift to the managers hand.
  - f) **Light fixtures**. Remove dirt and dust inside and outside.
  - g) **Mirror**. Should be cleaned with spray cleaner.
- 3) **Kitchen**
  - a) **Stove**, if the top doesn't shine, it needs to be cleaned.
    - i) **Oven, oven racks and broiler**. They should be clean. Resident should expect to use oven cleaner and wipe off all residues in oven and on racks. Broiler drawer and pan should be pulled out and thoroughly cleaned.
    - ii) **Lift up top of stove**. If it's dirty **underneath**, it needs to be cleaned. There should be no burnt food or food at all.
    - iii) Pull out from wall.
      - (1) Sweep and wash **the floor behind the stove**.
      - (2) Look at the **sides**. If there is dirt and grease, it needs to be cleaned.
  - b) **Refrigerator**
    - i) Should be **defrosted and dry** inside. **Inside** should be clean of all food debris and drips on walls, crispers, top and bottom. Pull out crisper.

- ii) **Gasket** (Seal around edge of door and freezer). Pull on gasket to see that food and dirt is removed from all parts of the seal.
  - iii) Pull refrigerator away from wall.
    - (1) Check all **sides** for dirt.
    - (2) Check **coil** in back. It should be free of accumulated dust.
    - (3) **Check floor** where refrigerator stood. This should be washed clean.
  - c) **Floor.** Run your hand on the floor.
  - d) **Walls.** All splashes of food and fingerprints should be washed off.
  - e) **Shelves and drawers.**
    - i) Residents are not allowed to install **contact paper!** If they do, they will be charged for its removal. Only non-sticking shelf paper may be used.
    - ii) All **shelves and drawers** should be checked for crumbs and dirt.
    - iii) Wipe off top of cupboards.
  - f) **Sink** should be scoured with abrasive cleanser. **Faucets** should be clean and free of all water marks and mineral deposits. Make visual check and run hand on it to be sure there is no residue.
  - g) **Under sink.** Be sure this area has been cleaned and all items removed.
  - h) **Exhaust Vent** - either over the stove or on wall. Check that it was cleaned, including filter.
- 4) **Closets throughout.** Be sure floor has been cleaned by running your hand on it. All hangers and other items should be removed.
  - 5) **Light fixtures, ceiling fans.** Ceiling fans should be turned off and cleaned thoroughly. If the light fixture globes, ceiling fan blades are dirty, residents will be charged.
  - 6) **Windows.** Insides of windows should be cleaned with window cleaner. Check by visually inspecting and running your hand on them.
  - 7) **Blinds.** Every slat should be cleaned on both sides.
  - 8) **Radiators.** Each one should be thoroughly cleaned. The space between each section should be wiped out of dust, hair, etc. Underneath, they should be checked by running your hand under it. Bath radiators get especially dirty. (tip: Hairdryers are great for blowing out dust between radiator sections)
  - 9) **Outlet and Switch Plates.** All should be cleaned of dirt and fingerprints.
  - 10) **Light bulbs.** Resident should leave working light bulbs in all fixtures.
  - 11) **Storage Locker.** Walk with the Resident to their storage locker. They should have cleared out all debris, left a light bulb, removed there lock and swept it clean.

**Taking** these steps will help you to return a clean apartment for a full refund of your security deposit. Thank you for residency with Eastmore Real Estate. We hope to be able to serve you in the future.