

THE FOLLOWING IS A CLEANING LIST

Refrigerator:

1. Defrost freezer if needed. **DO NOT** use sharp tools to pry ice off.
2. Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
3. Take out shelves and drawers and wash in warm water, dry and replace. Clean under lower drawers.
4. Wash and dry outside of refrigerator and vacuum back and lower grills.
5. Move refrigerator from wall and clean underneath. **DO NOT TURN OFF!!!**
6. Sweep down cobs on walls, ceiling.
7. Replace light with an appliance bulb, if necessary.

Stove:

1. Remove racks and broiler pan, soak in hot water & clean, dry well.
2. Clean inside of over, top of stove, knobs, under elements, under burner pans and drawer.
3. Wash and dry outside of stove.
4. Replace over light with appliance bulb if burned out.
5. Replace burner pans.
6. Move stove out and clean wall and floor.

Cabinets & Drawers:

1. Wash cupboards inside and out.
2. Wipe out drawers with damp rag.
3. Clean sink, baskets and counter tops well.
4. Make sure garbage disposal is empty and clean.

Miscellaneous In and Near Kitchen:

1. Wash all light fixtures in warm water and soap. Clean switchplates.
2. Clean inside and out of dishwasher, to include inside seal.
3. Wash range hood and clean filter. Change appliance bulb, if necessary.
4. Wash windows, blinds, screens (that are easily reachable by small ladder) and clean sills & tracks.
5. Scrub kitchen floor, including under movable appliances and baseboards.

Living Room:

1. Wash windows (interior, that are easily reached by small ladder), sills & clean tracks.
2. Clean light fixtures (that are easily reached by small ladder) & switchplates
3. Sweep down cobs.
4. Clean out fireplace (s)
5. Vacuum carpet and clean baseboards
6. Clean drapes/blinds
7. Clean out fireplace, wash screen & doors.

Bedrooms:

1. Sweep down cobs.
2. Clean & dust light fixtures (that are easily reachable with small ladder) & switchplates.
3. Wash windows (interior) and that can be reached with small ladder, clean sills & tracks.
4. Vacuum carpet & clean baseboards.

Bathrooms:

1. Clean bathtub, tile around tub, sink, door & fixtures.
2. Clean inside and outside of toilet.
3. Scrub floor, baseboards and behind toilet.
4. Clean inside of medicine cabinet.
5. Wash mirror.
6. Clean windows (that are easily reachable by small ladder), sills & tracks.
7. Clean fan.
8. Clean vanity inside and out, including drawers.
9. Wipe T/P holder and towel rods.
10. Clean light & switchplates.

Miscellaneous:

1. Replace furnace filter.
2. Wash inside and outside of front & back doors.
3. Clean tracks of sliding doors.
4. Replace **ALL** burned out bulbs.
5. Clean and dry inside and outside of washer & dryer. Clean lint trap.
6. Pull out washer/dryer & clean floor.
7. Wash **ALL** doors, especially around knobs.
8. Sweep garage and sweep down cobs. Clean windows.
9. Mow and weed yard.
10. Haul **ALL** trash.
11. Clean out **ALL** floor vents.
12. We recommend that you don't not turn off any utilities (water & electric) Please call the utility company, make them aware that your property is now going to be managed by Chatelain Property Management and all the billing should be mailed to us CARE OF : Chatelain Property Management at 2607 Bridgeport Way W Suite C1, University Place, WA 98466. Also inform them that you will allow us full access to your accounts.