

## 6N, LLC PROPERTY MANAGEMENT

3313 Cherry Lane

PMB #: 409

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Below is a cleaning checklist for your reference. Please note that all personal items must be moved out of the unit upon day of move out.

| <u>Kitchen:</u>  |
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| <ul> <li>Wipe down inside and outside of all cabinets + door knobs</li> <li>Clean inside and outside of all appliances. Replace stove drip pans</li> <li>Scrub countertops and backsplash.</li> <li>Wash sink / faucet. Remove hard water stains</li> <li>Clean hard flooring surfaces and vacuum</li> <li>Unplug refrigerator</li> </ul>  |
| Bathroom(s):   |
| <ul> <li>□ Wipe down inside and outside of all cabinets.</li> <li>□ Scrub bathtubs and showers. Remove hard water stains</li> <li>□ Clean mirrors</li> <li>□ Wash sink / faucet. Remove hard water stains</li> <li>□ Wipe down vanity.</li> <li>□ Wipe down baseboards.</li> <li>□ Clean flooring</li> <li>□ Clean toilet. Inside + outside. Remove hard water stains</li> </ul> |
| Living room & Bedroom(s):  |
| <ul><li>Dust ceiling fans.</li><li>Wipe down doors and frames.</li><li>Vacuum carpets</li></ul>  |

## All rooms:

| ☐ Clean any hard surface flooring (hallways etc)                              |
|---|
| □ Wipe down baseboards.   |
| ☐ Windex all windows (interior only).   |
| ☐ Clean window -door sills / tracks   |
| ☐ Wipe down all handles, blinds, and light switches.                          |
| ☐ Wall scuffs   |
| □ Replace lightbulbs + smoke alarm batteries                                  |
| ☐ Dust blinds   |
| □ New furnace filter  |
| □ Sweep out patio / storage / garage  |
| $\square$ Dust return grills. Can be located on the wall / ceiling or stairs. |

Fine stainless steel wool works great to remove hard water stains. Use pumice stone for toilets. Allow one to two days for cleaning.