

Checklist of tasks completed on all properties



General Cleaning

- Wash down all woodwork
- Clean sockets and switches
- Remove cobwebs
- Clean light fittings
- Clean interior of windows
- Clean mirrors and glass table tops
- Clean picture frames
- Dust and polish furniture
- Move out furniture and clean behind
- Dust and clean Venetian blinds
- Vacuum carpets
- Vacuum and clean hard flooring
- Vacuum upholstery and mattresses
- Vacuum curtains and fabric blinds

Outside Spaces

Kitchen and Utility

- Clean all units inside out outside
- Clean sink & tap, remove limescale
- Clean and degrease tiles and splashback
- Clean cutlery and crockery
- Clean oven and hob
- Clean cooker hood and degrease filters
- Clean and defrost fridge freezer
- Clean washing machine inc soap tray and seal
- Clean tumble dryer inc lint filter
- Clean dishwasher and internal filter
- Clean and sanitise all surfaces
- Clean kettle, toaster and microwave
- Empty and clean bin/s

Notes To Inventory Clerk

Listed below are some of the common issues that we come across in properties. If ticked these areas in our opinion will not improve with further cleaning. They may be due to wear and tear, historic build up/ neglect or maintenance related.

- Mould in washing machine seal
- Hard powder residue in washing machine soap tray
- Mould in bathroom sealant
- Shower screen/s weathered (this looks like scale but is ingrained in the glass)
- Taps or shower fittings tarnished
- Grease or drips in between layers of glass on oven door (non-removable glass panes)

Bathrooms, Shower Rooms & Toilets

- Wash down and remove limescale build up from tiles
- Remove limescale from taps, shower heads, valves etc
- Clean toilet and remove limescale from bowl
- Clean and remove limescale from shower screen
- Clean out plug holes and drains
- Clean mirrors
- Empty and clean bin
- Clean and sanitise all surfaces

Other General Notes

Additional Items

Carpets and rugs

- Vacuumed
- Steam Cleaned

Curtains and fabric blinds

- Vacuumed and deodorised
- Steam cleaned on site
- Dry cleaned off site

Sofas, chairs, footstools

- Vacuumed
- Steam cleaned

Windows

- Cleaned internally
- Cleaned externally where safely accessible
- Cleaned externally ALL