

VACATE CHECKLIST



To avoid professional cleaning charges it would be in your best interest ensure the following items are attended to prior to vacating the premises particularly the following bullet point items.

GENERAL AREAS:

- Clean all windows, doors, sliding doors, and window tracks (interiors and exteriors).
- Replace light globes where applicable
- Replace smoke alarm battery if applicable
- Remove and clean air conditioning filters.
- Vacuum all sliding door tracks and wipe over.
- Carpet to be vacuumed and steam cleaned where applicable, stains to be removed
- Sweep or mop all floors, remove any marks or build up of dirt in corners.
- Clean light fittings; remove all spider webs (remove light fittings & remove dead bugs).
- Clean all scuff marks off walls and any build up of dirt around light switches.
- Wipe down and remove all dust from skirting boards, picture frames, windowsills.
- Ensure that all curtains and blinds are clean as per condition report.
- Wipe over all roller/Holland blinds and remove any dust or spider webs from top surfaces
- Clean inside built-in wardrobes & mirrored doors (wipe over scuff marks)
- Rubbish Bins to be clean and free of any rubbish

KITCHEN:

- Dust cornices and remove cobwebs
- Dust accessible lighting, switches and fixtures
- Clean oven inside and outside (including trays)
- Clean cook top/stove, grill, range hood (including rangehood filter), & microwave
- Clean windows (internal), sills and tracks
- Damp wipe cabinets, cupboards, drawers and doors inside and out
- Damp wipe all kitchen bench tops & splashback
- Clean and shine sink and taps
- Wipe down skirting boards

BATHROOMS & TOILETS:

- Clean exhaust fans
- Clean and dust lighting, switches and fixtures
- Clean the toilet inside and outside
- Scrub mineral deposits & mould
- Squeegee and mop shower screen and tiles
- Clean windows (internal), sills and tracks
- Clean bathroom sinks, bathtub, & taps
- Clean mirrors, cupboards, drawers, & counters
- Wipe down skirting boards, vacuum and mop

BEDROOMS:

- Dust cornices and remove cobwebs
- Dust accessible lighting, switches & fixtures
- Clean windows (internal), sills and tracks
- Damp wipe insides of cupboards and built-in wardrobes
- Wipe down inside and outside of internal doors & door frames, including handles
- Wipe down skirting boards

LAUNDRY:

- Clean exhaust fan
- Dust cornices and remove cobwebs
- Dust accessible lighting, switches and fixtures
- Inside, outside & behind washing machine, rinse out filter (if necessary)
- Inside, outside & behind clothes dryer, remove dust/lint (where applicable)
- Clean laundry tub (inside bottom cupboard of tub)

BALCONY:

- Sweep & mop surfaces and clean railings and any perspex glass
- Remove all cobwebs, Clean light fittings; remove all spider webs (remove light fittings & remove dead bugs).

LOCK UP STORAGE/CARSPACE:

- Sweep out and remove any debris, leave litter, dust
- Remove all rubbish from property and or organise Council Pick-Up
- Clean and remove all oil residue from concrete area in car space/garage. Close garage door (if necessary)

IF FURNISHED:

- Make sure that ALL items are put back in original rooms as per Inventory and they have been cleaned.

GARDENS/LAWNS: (IF APPLICABLE)

- All lawns and edges must be mowed and left neat & tidy. All garden beds must be weeded. All debris to be disposed of. The areas in mention are to be of the same state when you took occupancy.