

2022 BBR Cleaning Instructions (not all inclusive)

Entryway:

Front door clean on interior and exterior
Front door glass clean
Front door kick plate clean (use tarnish cleaner if necessary)
Locks working
Entry way threshold clean
Porch light working and cleaned
Interior light working and cleaned
Door stop working
Entry way floor clean (no cracked tiles, no scratches in wood)
Coat closet door clean
Inside coat closet clean – no shoe sole marks on walls

Living Room:

Carpets steam cleaned with truck mounted system (provide receipt at walk through)
Baseboards touch up painted
Blinds all working (replace if needed)
Blinds cleaned
Windows and tracks cleaned inside and out
Light fixtures and fan dusted/cleaned – all light bulbs working
Built-in cabinets – touch up paint as necessary
Walls clean – nailholes filled and touch up paint as necessary

Dining room:

Floors clean
Baseboards touch up painted
Blinds all working (replace if needed)
Blinds cleaned
Windows cleaned inside and out
Light fixture dusted/cleaned – all light bulbs working
Built-in cabinets – touch up paint as necessary
Walls clean – nailholes filled and touch up paint as necessary

Kitchen:

Floor cleaned
Refrigerator clean inside and out – keep plugged in and turned on; purchase new water filter (leave on counter for Property Manager), pull out and clean behind/under refrigerator
Oven clean inside and out (use self clean, and manually clean wire racks), pull oven out and clean behind, under and along side lower cabinet walls
Stove top clean – replace burner pans if necessary
Stove vent grease free – replace filter if necessary
Dishwasher clean
Sink clean
Cabinets and drawers emptied and clean inside and front of doors
Countertops clean
Light fixtures clean and bulbs working

Windows cleaned inside and out

Bedrooms:

Carpets steam cleaned with truck mounted steam system
Baseboards touch up painted
Blinds all working (replace if needed)
Blinds cleaned
Windows and tracks cleaned inside and out
Light fixtures and fan dusted/cleaned – all light bulbs working
Built-in cabinets – touch up paint as necessary
Walls clean – nailholes filled and touch up paint as necessary
Closets clean – no hangers

Bathrooms:

Toilet clean inside bowl and entire outside
Tub/shower clean/door clean – no water stains, hair removed from drain
Cabinets clean inside and front of doors/drawers
Floor clean
Light fixtures cleaned – all light bulbs working
Mirrors cleaned

Throughout home:

All light switches and wall outlets clean
All door handles and door areas around handles clean
Carpets must be professionally steam cleaned – receipt provided at walk through
Floor vents clean
New furnace filter(s) installed
All smoke detectors and CO detectors working and have batteries
All window and window tracks cleaned inside and outside
All blinds working, clean – no broken blinds or cords

Patios/Balconies:

Swept clean

Garages:

Swept clean
Remove grease stains

Unfinished Basements:

Insulation intact – no tears

Exterior of home:

Lights working – have bulbs
Lawn green and cut
Leaves raked up, bagged, and disposed of
Weeds killed or pulled
No trash in yard
Driveway – no grease stains
Sprinkler system working – all heads working (winterized if applicable)
Hot tub, water features clean

Dated Jan 1, 2017