

# FOREST CITY

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## R E S I D E N T I A L

### HOUSING CLEANING CHECK LIST

#### Floors/Rugs/Carpet:

- Floor should be free of wax and have an even finish.

#### Walls/Ceilings:

- Remove all dirt, cobwebs, crayon marks, food, etc.,.
- Remove all nails, screws from walls and ceilings.

#### Windows/Window Tracks:

- Wash windows, tracks, frames, sills (including patio doors) and screens (remove all window decals).
- Dust all window blinds

#### Doors/Door Frames:

- Clean all doors and door frames (exterior and interior).
- Clean closet doors, shelves, tracks, rods.

#### Light Fixtures:

- Replace all interior and exterior missing/burned out light bulbs.

#### Cabinets/Closets/Drawers/Shelving:

- Clean all woodwork.
- Wash kitchen cabinets inside and outside (remove all grease).
- Clean countertop.
- Remove all dust, food particles, personal items, debris etc.,

#### Appliances:

- Refrigerator – Leave on setting 2.; Seal around all doors should be clean and free of mold, stains etc.,
- Dishwasher – Clean door
- Range-Thoroughly clean stove top, hood, and oven.
- Ensure garbage disposal is odor free and clean of all food particles.

#### Kitchen/Bathroom/Toilet

- Clean and remove all stains, dust, lime, mineral deposits and soap residue from all equipment.
- Clean wall and remove residue from tile.
- Shine all sink/bathtub chrome.

#### Basement:

- Sweep and mop basement floor.

#### Exterior:

- Remove all modifications.
- If fence was installed lawn will be mowed/rake/reseed/weed/remove snow and ice from walkway/driveway.
- Sweep exterior storage shed and garage, remove oil and grease from paved areas.
- Remove all personal items from unit, garage, shed and carport prior to final inspection.

**Miscellaneous:**

- Wash all stairs, treads, risers, and skirts.
- Wash trash cans and place in basement shed or garage.
- Clean fireplace including tools and screens.
- Turn in all unit keys at time of final inspection.
- Tenant damages will be assessed, and may be paid by certified funds on the day of move out.

**Additional items you may be required to do prior to vacating:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

\_\_\_\_\_  
**Housing Inspector**                      **Date**  
**or Neighborhood Manager**

**I certify that I have received and understand the above instructions.**

\_\_\_\_\_  
**Resident**                                      **Date**