

# CLEANING CHECKLIST

The following checklist has been provided in order to prepare you for your outgoing condition report. **At the time of your departure, we will go through the list with you in order to ensure that all of the conditions have been met.**

Cornerstone has very high standards in regard to the cleanliness of their suites. It is our policy that the suites are left in the same condition in which you received them. Please be advised that it is to our discretion in determining if these standards have been met.

Failure to clean your suite will result in charges against your Security Deposit

If you have any questions, please feel free to contact your caretaker/Property Manager



**PLEASE CHECK OFF ITEMS AS THEY ARE COMPLETED**

## KITCHEN

### STOVE

Tenant	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Spray inside with oven cleaner. Ensure that newspaper is placed underneath bottom of stove in order to avoid damaging the linoleum
<input type="checkbox"/>	<input type="checkbox"/>	Clean inside of stove as well as side, back and bottom drawer
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that oven racks are also cleaned. <u>Helpful Hint:</u> <i>Spray the racks with oven cleaner and follow method below</i>
<input type="checkbox"/>	<input type="checkbox"/>	Remove the elements and rings from the top of the stove and ensure that they are cleaned <u>Helpful Hint:</u> <i>Remove elements along with the chrome or black rings. Also remove the pans underneath the elements. Spray the rings and pans with oven cleaner. Place in a large garbage bag. Remove after 1/2 hr and wash</i>
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that the temperature control dials are free from debris
<input type="checkbox"/>	<input type="checkbox"/>	Clean the broiler pan
<input type="checkbox"/>	<input type="checkbox"/>	Pull the stove out from the wall Scrub the floor, walls as well as the sides of the stove
<input type="checkbox"/>	<input type="checkbox"/>	Clean the range hood and filter of any grease or other debris
<input type="checkbox"/>	<input type="checkbox"/>	Clean glass

### FRIDGE

Tenant	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Defrost (if applicable) and wipe down thoroughly
<input type="checkbox"/>	<input type="checkbox"/>	Clean rubber molding around fridge and freezer door, ensuring that they are free of crumbs and other debris
<input type="checkbox"/>	<input type="checkbox"/>	Pull the fridge out from the wall Scrub the floor, walls as well as the sides of the fridge
<input type="checkbox"/>	<input type="checkbox"/>	Remove the racks from the fridge and wash them down thoroughly on both sides
<input type="checkbox"/>	<input type="checkbox"/>	Clean the vents, ensuring that they are free of debris

### CUPBOARDS

Tenant	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Wash the inside of all of the cupboards and drawers thoroughly ensuring that all items are removed
<input type="checkbox"/>	<input type="checkbox"/>	Clean the exterior of all of the cupboards, ensuring that they are free of grease as well as food or other debris
<input type="checkbox"/>	<input type="checkbox"/>	Clean the sink thoroughly. (A 3m pad or SOS pad is effective for proper cleaning)
<input type="checkbox"/>	<input type="checkbox"/>	Wash floor



*Wash walls and outlets where necessary*

## BATHROOM

Tenant	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Clean the inside as well as the outside of the bathtub, including taps and surround
<input type="checkbox"/>	<input type="checkbox"/>	Clean the inside of the toilet bowl as well as the exterior of the toilet, including the back and sides
<input type="checkbox"/>	<input type="checkbox"/>	Clean the sink and vanity, wiping the inside of the cupboard as well as the exterior
<input type="checkbox"/>	<input type="checkbox"/>	Clean the mirror
<input type="checkbox"/>	<input type="checkbox"/>	Wash the floor
<input type="checkbox"/>	<input type="checkbox"/>	Wash the walls where necessary

## GENERAL

Tenant	Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Wash all windows in living room and bedrooms Ensure that the window tracks are also cleaned
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that balcony is swept and washed and free of garbage or other items
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all garbage and litter is removed
<input type="checkbox"/>	<input type="checkbox"/>	Wash the walls and doors where necessary, including the inside of closets Also wipe shelves in closets
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that carpet is vacuumed
<input type="checkbox"/>	<input type="checkbox"/>	Take down all light fixtures and clean them with soapy water including ceiling fan blades
<input type="checkbox"/>	<input type="checkbox"/>	Wash, hang and press curtains in living room and bedrooms

The prices below are only estimates, charge(s) will be based on the actual time taken to prepare your suite for the next tenant

<b>COST OF PROFESSIONAL CLEANING &amp; REPAIRS</b>				
	<b>CARPETS (INCLUDES GST)</b>		<b>PAINTING</b>	
Bachelor & 1 bedroom	\$125.00		Bachelor	\$800.00 + paint
1 den & 2 bed	\$140.00		1 Bedroom	\$875.00 + paint
2 + den & 3 bed	\$160.00		2 Bedroom	\$950.00 + paint
4 Bedroom	\$180.00		3 Bedroom	\$1200.00 + paint
<b>DRAPERIES</b>	<i>Bachelor &amp; 1 Bed - \$100.00, 2 Bed - \$125.00, 2 Bed (corner suite) - \$150.00, 3 Bed - \$200.00, 4 Bed - \$250.00</i>			
	<i>All drapes must be dry cleaned.</i>			
<b>LIGHT FIXTURES (EA.)</b>	Shade(s)/Globe(s) replacement = \$20.00; Light Bulbs = \$5.00			
<b>KEYS NOT RETURNED</b>	Change locks and cut new keys = \$75.00			
<b>STOVE CLEANING</b>	<b>\$ 150.00</b>			
<b>WALL/DOOR DAMAGE</b>	Repaired at \$50.00 per hour plus cost of materials or CMS \$45.00/\$58.00 per hour plus cost of materials			
<b>Please Schedule a move-out time with the Caretaker</b>				
<b>REMEMBER THAT YOUR MOVE-OUT TIME IS 1:00 PM ON THE LAST DAY OF YOUR TENANCY</b>				