

Room / Flat Cleaning Checklist



JESUS COLLEGE

This list has been compiled to

- a) help ensure you are not incurring any charges when you vacate
- b) help with the inventory

		Tenant	Caretaker
General - including bedrooms:			
1	Wash all windows inside in all rooms. Clean out window tracks. Wash window sills.		
2	Wipe down any doors and surfaces		
3	Thoroughly dust all shelves, door frames, corners, light fixtures ,etc		
4	Wash all vinyl and tile floors		
5	All carpeting is to be thoroughly vacuumed, all furniture moved and cleaned underneath as well		
6	All rubbish must be removed from the premises		
7	Clean all light fixtures throughout unit including all switches and sockets		
8	Clean all skirting boards and dust on top of doors, window panes, etc		
9	Wipe marks from all walls (do not damage paint) and doors		
10	Clean inside of bedside units, chests and wardrobes.		
11	Clean <u>all</u> furniture where supplied, polish all wooden items		
12	Ensure all furniture has been moved back into the appropriate rooms		
Kitchen			
13	Scrub kitchen floor, including under the movable appliances		
14	Wash and disinfect inside of refrigerator , ensure top is cleaned and wiped down		
15	Freezer must be defrosted and cleaned (clean behind fridge/freezer as well)		
16	Clean and wash bin inside (use disinfectant) and out		
17	Clean inside cabinets and wipe down thoroughly		
18	Clean sink and counter tops - remove any lime scale		
19	Wipe and disinfect cupboards inside and out		
20	Thoroughly clean sink/taps and bath and ensure any lime scale is removed		
Oven			
21	Remove racks and pans, soak/scrub to clean, dry well		
22	Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood		
23	Wash and dry outside of stove		
Bathroom			
24	Wash down and disinfect tiles		
25	Thoroughly clean sink/taps and bath and ensure any lime scale is removed		
26	Clean inside and outside of toilet including underside of wash basin and outside of toilet pan		
27	Clean the inside of medicine cabinet		
28	Wash mirror		
29	Scrub floor		
Other			
30	All keys shall be returned at inspection		
31	Remove all of your personal possessions and belongings		
32	Clean out hall cupboards, where fitted		

N.B. THE FLAT/ROOM SHOULD BE CLEAN ENOUGH FOR THE NEXT TENANT TO MOVE STRAIGHT IN

If it does not come up to the desired standard, the management will employ cleaners at the current market rate, you will also then be charged a £60.00 administration fee on top of this.