

CLEANING GUIDELINE CHECKLIST

RESIDENT: _____

ADDRESS: _____

This checklist is a tool to help you prepare for your move out inspection with Buckley Family Housing

Check as Completed	
EXTERIOR	
	1. Exterior Door/Storm doors- Wipe down front and back
	2. Trash Can/Recycling Bin – Empty, clean excess dirt
	3. Fence – Request inspection if leaving, remove if taking
	4. Remove all pet feces from front and back yard area
	5. Lawn/Shrubbery – Mow and trim fenced in areas
	6. Storage Area – Sweep, clean debris
	7. Remove Satellite Dish (if applicable). Pole may remain
	8. Wash Patios (back garage & carports)
INTERIOR – KITCHEN AREA	
	9. Floor – Sweep and remove excess dirt / mop
	10. Cabinets / Drawers – Inside and outside must be debris free
	11. Baseboards – Wipe off any dust / dirt
	12. Blinds – Clean excess dirt
	13. Windowsills – Wipe down or vacuum
	14. Range/Oven – Clean inside and outside
	15. Microwave/Exhaust Fan/Vent Hood – Clean inside and outside
	16. Refrigerator – Clean inside and outside
	17. Dishwasher – Clean inside and outside
	18. Garbage Disposal – Run with water on to clear out food
	19. Sink/Countertops – Wipe down
	20. Light Fixture – Free of bugs and dirt
	21. Light Switches/Outlets – Wipe dust and fingerprints
INTERIOR – BEDROOMS, LIVING ROOM, ETC.	
	22. Floors – Sweep and remove excess dirt / mop
	23. Carpet – Vacuum & free of dirt and stains
	24. Windowsills – Wipe down or vacuum
	25. Light Fixture – Free of bugs and dirt
	26. Light Switches/Outlets – Wipe dust and fingerprints
	27. Ceiling Fan – Dust and remove excess dirt
	28. Doors – Free of holes, adhesive hooks, etc. / wash down

Check as Completed	
INTERIOR – BATHROOM(S)	
	29. Cabinet(s) – Wipe inside and outside
	30. Sink/Countertops – Wipe down
	31. Exhaust Fan – Clean dust/dirt
	32. Faucets – Wipe down
	33. Tub/Shower – Remove excessive soap residue
	34. Toilet – Clean
	35. Windowsills – Wipe down or vacuum
	36. Blinds – Clean excess dirt
	37. Floor – Sweep and remove excess dirt / mop
	38. Doors – Free of holes, adhesive hooks, etc. / wash down
	39. Light Fixture – Free of bugs and dirt
	40. Light Switches/Outlets – Wipe dust and fingerprints
INTERIOR – GENERAL	
	41. Smoke Detector(s) – Clean excess dirt on exterior
	42. CO Detector(s) – Clean excess dirt on exterior
	43. Fireplace – Clean out ashes
	44. Vents/Baseboard Heaters – Clean excess dirt
	45. Patio Door – Wash down
	46. Walls – Wipe down remove screws and nails, don't patch
GARAGE / CARPORT	
	46. Garage Door Opener(s) – Return
	47. Floor – Sweep and clean up built-up oil
	48. Walls – Wash down
BASEMENT	
	49. General – Sweep and remove trash / mop
	50. Walls – Wipe down remove screws and nails, don't patch

NOTES:

If you have any questions and/or concerns regarding an item on the checklist, contact the Community Management Office at (303) 340-2066 or email at BuckleyLeasing@huntcompanies.com

www.BuckleyFamilyHousing.com