



Moving out cleaning checklist

The following is a list of tasks is required for a moving out clean. Your aim is to return the property back in the same condition as when you moved in, fair wear and tear excepted. A report will have to be submitted with every cleaning.

Address of serviced property : _____

Your Company name: _____

Date: _____

Comments: _____

| Tasks- General | Check when completed |
|--|----------------------|
| Air conditioner - clean filters and air vents | |
| Carpets | |
| Ceiling fans - dust and wipe, particularly top surface | |
| Cobwebs - remove (inside and out, where accessible) | |
| Cupboards, chests, wardrobes - leave empty, dust and wash shelves and face panels | |
| Doors - dust, and wipe clean (including skirting and architraves) | |
| Electricity outlets and light switches - dust and wipe clean. Switch off before leaving | |
| Floors - sweep and mop all non-carpeted floors | |
| Furniture – vacuum and clean upholstery | |
| Light fittings - dust, clean. Replace bulbs were necessary and accessible | |
| Pest control –let us know if you see any pest activity | YES /// NO |
| Skirting boards - dust and wipe down after carpet cleaners have been through | |
| Walls - remove all marks/spots with light sponging. Dust and wipe skirting boards, architraves and air vents clean | |
| Windows - clean glass inside and out (where accessible), dust and wipe clean sills. Lock before leaving | |
| Window coverings - dust and clean blinds and/or wash or dryclean curtains according to the fabric instructions | |

Kitchen

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| Dishwasher – clean thoroughly inside and out. Remove and clean filters and cutlery basket. Leave door open after cleaning to prevent mould | |
| Drawers and cabinets – empty, vacuum and wipe clean | |
| Exhaust fans/range hoods – dismantle and degrease exhaust fans, filters and grills | |
| Refrigerator and freezer - empty, defrost and clean. Turn off power and leave door open to prevent mould | |
| Sinks - clean and remove any stains or soap residue | |
| Stove - clean burners, grill, drip trays, inside oven, and the general body of the stove | |
| Taps - clean and turn off properly before leaving | |

Bathrooms

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| Shower/bath/tiling: scrub wall tiles (including grouting), screen, and shower recess and bath. All areas should be free of soap residue, mould and hair. Wash or replace curtain | |
| Cabinets/drawers - empty, vacuum and wipe clean | |
| Sinks - clean and remove any stains or soap residue | |
| Taps - clean and turn off properly before leaving | |
| Toilets – clean thoroughly inside and out | |

Laundry

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| Cabinets/drawers - empty, vacuum, dust and wipe clean | |
| Sinks/basins - clean and remove any stains, soap residue, mould or hair | |
| Taps - clean and turn off properly before leaving | |
| Washing machine/dryer - clean inside and out, empty or replace filters. Leave doors open to prevent mould | |

Outside

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| Concrete - remove oil and grease stains from verandas, concrete or paved driveways, and garage/shed floors | |
| Garage/storage areas - clear out all personal possessions. Ensure these areas are clean and free of dust. | |
| Garden - remove all debris and rubbish, mow lawns, weed garden beds and leave neat and tidy | |