



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

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, griller, drip trays, inside oven, and the general body of the stove	
Taps - clean and turn off properly before leaving	

Bathrooms

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

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

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	