

HOUSEKEEPING INSPECTION CHECKLIST

KITCHEN

Oven

- Clean inside of oven
- Clean top of stove, including drip pans (replace if unable to clean)
- Clean range hood, replace filter and light bulb if needed
- Pull stove out and wipe down sides of stove and sweep and clean floor underneath
- Wipe down the front of the oven door and clean out the drawer on the bottom

Refrigerator

- Take all food out of refrigerator and freezer and clean all shelves and drawers
- Clean the seals around the refrigerator and freezer doors and make sure they are attached securely (if not, submit a maintenance request to have it repaired)
- Pull the refrigerator out and vacuum the back of the refrigerator to remove all dust and other particles from the coils.
- Wipe down the sides, front and top of the refrigerator
- Sweep and clean the floor under the refrigerator
- Replace light bulb if needed

Dishwasher

- Wipe down the front of the dishwasher, cleaning all knobs and buttons
- Open the door and clean all areas not reached during the normal cleaning cycle (top of the door, sides of door, etc.

Cabinets

- Remove all items from the cabinets and wipe down shelves
- Throw out all outdated food and donate excess food that you will not eat to a food pantry such as St. Vincent de Paul or ACCESS, Inc.
- Wash down the front of all cabinets with a mild cleaner
- Tighten hinges as needed

Floors/Walls

- Clean window and window track
- Dust blinds and wipe down as needed with a mild detergent
- Wipe down walls and baseboards
- Sweep and mop the floors, making sure to get the edges and under the cabinets clean as well

Bathroom

- Remove all items from cabinets and countertops, throwing away empty bottles or outdated products. Donate any unopened products that you do not need to a mission such as Salvation Army or Gospel Rescue Mission
- Clean all countertops, mirrors, faucets and sinks
- Wipe down cabinets, inside and out, with a mild cleaner
- Take down the light fixture cover over the sink and wipe down, replacing any burned out bulbs
- Thoroughly clean the outside and inside of the toilet, making sure to reach behind the toilet to remove grime and gunk from hard to reach areas
- Spray down the tub/shower with a foaming cleaner such as Scrubbing Bubbles and allow it to sit for a few minutes. Then, scrub down the sides and bottom with a non-abrasive sponge and rinse clean.
- Wipe down all towel racks and toilet paper holders to remove dust and residue
- Wipe down walls as needed
- Sweep all debris off the floor and then mop
- Wipe down baseboards, doors, door jams to remove finger prints and dust
- Clean window and window track (if applicable)

Bedrooms

- Remove all clothing, toys and other items from the floor and put them where they belong.
- Dust all furniture light fixtures
- Clean windows and window tracks
- Dust blinds and wipe down as needed with a mild cleaner
- Clear cobwebs from corners using a broom or long handle duster
- Wipe down baseboards, doors, door jams to remove finger prints and dust
- Vacuum carpet

Living Room

- Remove all toys and other miscellaneous items from the floor and put them where they belong.
- Dust all furniture and light fixtures
- Clean windows and window tracks
- Dust blinds and wipe down as needed with a mild cleaner
- Clear cobwebs from corners using a broom or long handle duster
- Wipe down baseboards, doors, door jams to remove finger prints and dust
- Vacuum carpet

Smoke Detectors

Test all smoke and carbon monoxide detectors (if applicable) and replace batteries as needed. If your smoke detector will not test and putting a new battery in does not work call immediately, this is considered an emergency and will be fixed right away.

Patios

- Remove everything from your patio that is not allowed under your lease (tires, boxes, indoor furniture, etc.).
- Using a broom, remove cobwebs from the siding and front entry.
- Replace light bulbs as needed in patio lights
- Sweep the patio clean (but do not sweep debris other than dirt into the landscaping)

Storage Closets

- Remove all items from the storage closet and evaluate what needs to stay and what needs to be thrown out or donated to organizations such as Goodwill or The ARC of Jackson County.
- Sweep the floor of the storage closet and remove cobwebs with a broom
- When placing items back in the storage closet, make sure you do not place anything within a foot of the hot water heater or furnace if you have one in your closet. Placing items on or near them could damage them or make it difficult for maintenance to assess them for repairs.

Yards & Garages (Single Family Homes Only)

- Pick up all toys, tools, furniture and other miscellaneous items that are scattered around the yard and place them on the patio, then go through them to decide what you want to keep, what needs to be thrown away, and what you could donate
- Mow the lawns, pull the weeds and trim bushes as needed
- Make sure you water deeply at least twice/week in the summer months to keep the lawn from dying
- Remove all trash/cans/broken items from the garage and dispose of them
- Make sure items stored in the garage are stored neatly and away from furnaces, water heaters and circuit breakers
- Move the washer/dryer and clean behind them, also cleaning lint from the dryer vent to minimize the risk of fire
- Sweep the garage floor