

von Klein Property Management, LLC

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CLEANING INSTRUCTIONS FOR von Klein Tenants

❖ KITCHEN

➤ Refrigerators

- All refrigerators and freezers must be completely defrosted by turning off the freezer and letting the ice melt (do not attempt to pry the ice off the freezer walls, it will damage it...if you damage it, a new refrigerator will have to be purchased at your expense). Once the freezer is defrosted, turn it back on and ensure it is on a cold setting.
- The refrigerator and freezer must be completely wiped out and each part cleaned. The inside of the refrigerator and freezer must be free of all food, hair, and water. The outside and the top of the refrigerator must be wiped clean. If the refrigerator is stainless steel, you must use a non-abrasive cleaner made for appliances.
- Pull out the refrigerator (carefully) and clean the floor underneath and the wall behind if necessary.
- Ice trays, if applicable, must be washed and left on top of the refrigerator.
- Remove any stickers on the door without scratching the surface. We charge for the removing stickers from appliances. A product called Goof Off works well in removing a sticky residue from appliance surfaces.
- Replace any burned out bulbs.
- Clean the strip around the refrigerator and freezer door seals.
- The refrigerator must be left at the lowest setting and closed. Do not turn the refrigerator off upon leaving; it will mold and will have to be cleaned again at your cost.

➤ Ovens & Stoves

- If you do not know if your oven is self-cleaning or not, check with the resident manager or the office. If you damage a self-cleaning oven by using oven cleaner in it, you will be charged to replace the oven.
 - a. **Self-cleaning oven:** Do not use cleaner, it destroys the inside cleaning shield of the oven. All you need to do is turn on the self-clean as the instructions on the stove states. The oven will smoke and stink (depending on how dirty it is, open your door or windows if the smoke detector goes off, push the hush button to quiet the detector) after the four (4) hour cleaning cycle, let the oven cool down and wipe it out thoroughly and wash the racks. Plan on cleaning the oven shortly before you plan to move out. If we have to wipe out the debris left in the oven, you will be charged.
 - b. **NON self-cleaning oven:** The oven and the oven racks must be sprayed with oven cleaner (Mr. Muscle works well), all spills and grease are to be completely removed from the interior of the oven. The oven needs to be wiped out with a clean, damp

cloth. There is to be no oven cleaner residue left in the oven or on the racks, resulting in a white powdery look. If residue remains, you will be charged for wiping out the oven.

- Drip pans and burner rings should be removed and cleaned. Line the drip pans with aluminum foil. Remember you will be charged for missing drip pans and/or rings.
- Clean under the burners of all grease and crumbs: do not use oven cleaner. Hot water and scouring pad works best. If the stove is stainless steel, you must use a non-abrasive cleaner made for appliances. Most newer stove tops lift to give easier access for cleaning under the burners.
- All exterior surfaces of the oven and stove should be wiped down including the bottom drawer with soapy hot water. Control knobs remove easily for wiping the top area.
- Stove hoods must be cleaned inside and outside with non-abrasive cleaner.
- Air filters on stove hoods can be removed and washed in hot soapy water and then rinsed in very hot water. Dust the fan area removing the dust and grime. Replace any burnt out light bulbs. If air filter is damaged, you will be charged to replace.

➤ *Sink, Counter, Cabinets & Floors*

- All sinks must be cleaned thoroughly. Garbage disposal (if applicable) must be empty of debris. The edges of the sink and the faucet are to be clean and free of soap, food and grime. Grime around the edge of the sink and faucet can be removed with the use of an old toothbrush.
- Clean all fan covers and remove all cobwebs from ceilings and corners. Clean all light covers of dust, grease and bugs. Replace all burned out light bulbs.
- All kitchen cabinet and drawers need to be wiped out and completely cleaned of all crumbs. The outside of the cabinets need to be wiped down of all dirt and food. All cabinet doors are to be cleaned inside and out. Drawer fronts are to be wiped down on the outside. The tops of cabinets are to be wiped clean of all dust and debris.
- Wipe all the walls clean of food or grease, look at the wall behind the stove because it can look really bad. Wipe down baseboards of all messes.
- All floors should be mopped with a soapy hot water, scrub off all substances on the surface of the floor including gum, wax or grease. All wood floors need to be cleaned with a light floor cleaner specifically for wood floors, such as Armstrong Harwood & Laminate Floor Cleaner.

➤ *Dishwashers & Microwaves (if applicable)*

- Dishwasher doors are to be cleaned around the front and edges. Make sure clean out all the food and debris.
- The microwave is to be cleaned inside, outside and underneath thoroughly.

❖ **BATHROOM**

➤ *Tubs & showers*

- All tubs and showers must be clean of soap scum, and all dirt rings or streaks. Make sure to ventilate well when cleaning the bathroom.

- All tubs and showers must be free of mold/mildew (black on tiles, red or orange on tubs or shower surround) use any shower product with a lot of bleach in it or you can mix 20% water with 80% bleach in a spray bottle to kill mold. Be careful what you get it on. Use a stiff brush on the tiles and a scouring pad on the tub surrounds with Ajax or Comet, which work well removing dark dirt and soap scum. Also make sure to use your fans and/or windows for the smell.

➤ *Toilets, sinks, wall & floors*

- Vent covers should be wiped clean of dust and hair. Wipe all spots from the ceiling. If mold/mildew is present, spray with the bleach solution. Spray as often as needed until the mold disappears; scrub off with a hot soap rag. Please be careful.
- Medicine cabinets should be cleaned inside and out including mirrors and door tracks. A good stiff toothbrush will clean tracks well.
- Sinks need to be scrubbed clean of dirt rings and streaks, hair and soap scum. A stiff brush will clean the edges easily including the base of the faucet. Make sure the faucet is clean of toothpaste and soap scum, leaving it shiny clean.
- Toilets must be cleaned inside and outside of the bowl. This includes wiping down the entire outside, including mold, hair, and dirt. A good stiff brush will clean the edges of the toilet base at the floor. We do not expect you to clean between the tank and the wall if you cannot reach your hand easily in this area.
- Wipe all walls free of hair and dirt. DO NOT forget to clean the baseboards. Mop the floor with soapy hot water. Wipe down both sides of a bathroom door. Replace all burned out light bulbs. Clean all light covers of dust, dirt and bugs.

❖ **LIVING ROOM & BEDROOMS**

- All light fixtures must be taken down and cleaned with soapy hot water, rinsed, dried and replaced. Any missing light covers will be charged to you for their replacement and the cost to install it. Also replace any burnt out bulbs.
- All sliding glass doors and/or windows should be cleaned inside and out, including tracks. They are to be completely free of mold and dirt, including the window sills.
- All rooms are to be free of mold on walls and ceilings. Bleach works best to clean mold/mildew. You must be very careful not to get it on the carpets or drapes. The bleach can ruin them at your expense.
- Baseboards and door molding should be wiped clean of dust and dirt. Doors should be wiped down on both sides, getting rid of dirt and finger smudges. All rooms should be free of cobwebs and all burned out light bulbs replaced.
- Carpeted floors should be vacuumed clean including the edges. Use a broom to get debris away from the edges. Hardwood or vinyl floors should be mopped with soapy hot water scrub any stuck on substances to remove them. Don't forget to clean the baseboards of dirt and dust.

❖ **MISCELLANEOUS**

➤ *Patios*

- Patios must be swept clean, have the lights cleaned and free of trash and outdoor debris.

➤ *Washer & Dryer*

- Washer and dryer are to be completely wiped down on the outside and top.
- Check to make sure they are empty and clean.
- Check on sides to be sure you have not left any softener sheets and/or detergent.

➤ *Furniture*

- If you rented a furnished unit, you are to make sure the furniture is clean. Vacuum out under seat cushions, clean out dresser drawers and dust tables.

➤ *Keys, Key Faubs & Garage remotes*

- If you do not return ALL your keys to your resident manager or this office, you will be charged to rekey the locks and reprogram the garage controller and all garage remotes. This includes your unit, mail, laundry and any garage remote if it applies. You still have possession of your unit until your keys are labeled and returned. You will be charged rent until all tenants' keys are turned into the main office or to your resident manager. If you turn in unlabeled keys, you cannot be credited for your returned keys and you will be charged for rekey and rent.