

INSPECTION CLEANING CHECKLIST

FLOORS

- ◇Free of dirt, dusts and stains.
- ◇Vinyl, lino and tiled areas mopped and/or polished.
- ◇Grouts are to be cleaned
- ◇Carpets and rugs thoroughly vacuumed and free of any stains.
- ◇Skirtings to be wiped clean and free of dust.

WALLS

- ◇Wiped clean and free of cobwebs.
- ◇Scuff marks to be wiped clean.

DOORS

- ◇Tops of door and door frames must be wiped clean and free of dust and cobwebs.
- ◇Scuffs on doors must be removed.

WINDOWS

- ◇All glass panels to be thoroughly cleaned inside and out.
- ◇Tracks must be clean and dust free.

FLYSCREENS

- ◇All screens to be intact and cleaned. Dust free.

LIGHT FITTINGS

- ◇All globes to be in working condition.
- ◇Shades and fixtures must be cleaned. All debris removed.
- ◇Smoke detectors must be intact and working.

FANS

- ◇Fan blades to be wiped clean and free of dust.
- ◇All exhaust fan covers to be clean and free of dust.

CURTAINS/BLINDS

- ◇Curtains must be clean and stain free.
- ◇Blinds must be wiped clean and free of dust. All slats to be intact and free of dust.
- ◇All hooks on curtains and blinds must be attached.

WARDROBES/CUPBOARDS

- ◇Shelves to be wiped clean and free of stains.
- ◇Rails to be wiped clean and intact.

LAUNDRY

- ◇Trough to be clean and free of stains
- ◇Appliances to be cleaned and free of stains and debris
- ◇Tiles to be cleaned and free of stains.
- ◇Grouts to be cleaned thoroughly.

KITCHEN

- ◇Oven must be cleaned inside and out
- ◇Free of food stains and crumbs as well as grease and grime deposits.
- ◇Stove top must be cleaned free of food stain and grease
- ◇All knobs on stove and oven/grill to be wiped clean.
- ◇Kitchen bench to be wiped thoroughly clean and free of food stains and marks
- ◇Cabinets, shelves and drawers must be wiped clean inside and out.
- ◇Tops of cabinets and cupboards to be free of dust
- ◇Oven trays and grill trays to be cleaned and free from stains and grease.
- ◇All appliances to be wiped clean
- ◇Sink to be cleaned and food deposits removed.

BATHROOM

- ◇All tiled areas to be clean and free of mould and stains, including soap scum, mildew and calcium.
- ◇All surfaces clean and free of dust and stains
- ◇Toilet pan to be thoroughly clean and free of stains
- ◇Toilet seat, cistern and flush buttons to be wiped clean.

GARDENS/LAWNS

- ◇Dead plants to be replaced
- ◇Lawns to be mowed neatly
- ◇Weeds to be removed
- ◇All paved areas to be weed free
- ◇Collection of leaves to be swept and removed
- ◇Paved areas to be swept clean and free of debris

GARAGE/CARPORT

- ◇Must be cleaned and free of cobwebs
- ◇All light fittings and power points to be free of cobwebs
- ◇Oil stains must be removed by pressure cleaner
- ◇Floors to be swept and free of debris
- ◇Garage fixed remote to be intact and working,

RETICULATION

- ◇To be in working order
- ◇All sprinkler heads to be intact and working
- ◇All hoses to be clean and free of cobwebs
- ◇Hoses to be in good working order.

FOR ANY FURTHER ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT RAY WHITE BURSMAC PROPERTY MANAGEMENT DEPARTMENT