



Cleaning Instructions

General Cleaning

1. Remove all cobwebs from corners and ceilings
2. Do not attempt to “touch up” nail holes in wall. Do not put spackle on wall. If a wall is in need of “touch up” the entire wall will need to be painted. Text (806) 589-3827 if you need the paint color for the walls in the house. If spackle is put on the wall the tenant will be charged to retexture the wall & repaint the wall \$200. If the tenant attempts to “touch up” a wall the tenant will be charged to paint the entire wall \$100.
3. Clean Light Fixtures & Ceiling Fans
 - a. Take down all glass light fixture covers
 - b. Wipe down the fixture and replace burnt out light bulbs
 - c. Wash glass light fixture covers carefully and replace
 - d. Dust all fans and fan blades
4. Dust top of all doors and door frames
5. Clean window treatments that are being left in home
6. Clean windows inside and out
7. Clean window tracks using a small brush to loosen the dirt, follow up with your vacuum using the small nozzle attachment
8. Clean windowsills
9. Wipe down all baseboards, trim, heat registers and electrical outlet covers
10. Vacuum all carpeted areas
 - a. Make sure to clean the edges with tool attachment
 - b. Have carpet professionally cleaned & provide receipt to FirstMark
11. If not carpeted: Sweep and mop the floor, be sure to clean the corners and edges
12. Clean the central heating uptake vent & any other air vents & ceiling around them

Kitchen & Dining

1. All of above items.
2. Clean oven/stove inside & out. Be sure to pull appliances out and clean behind/under them as well.
3. Clean or replace drip pans & clean beneath drip pans
4. Clean the vent hood, replace or clean filter if dirty
5. Clean the kitchen cabinets and drawers inside and out
 - a. When you’re done. Look at the cabinet and drawer fronts from different angles to make sure you removed all finger prints, smudges, spots, & hair
6. Clean the dishwasher
 - a. Clean the inside edges of the door, the latch and the hinges
 - b. Wipe out the inside area
 - c. Clean the door front

7. Clean the refrigerator
 - a. Wipe down the inside walls, shelves drawers and doors
 - b. Clean the exterior of the refrigerator, including the top
8. Clean the walls and floor behind and under the refrigerator
9. Replace any burnt out appliance light bulbs
10. Clean the kitchen sink

Bathrooms

1. All of above items
2. Wipe out/ clean the toilet paper holder and towel bars
3. Clean exhaust fan cover
4. Clean the inside & outside of toilet; don't forget to clean underneath and behind the bowl
5. Clean the tub and shower, including the shower walls, faucet and shower head
6. Clean the mirror

Garage and Outside Areas

1. Remove all cobwebs from corners and ceilings
2. Sweep and hose down the back patio, front patio, and sidewalk
3. Hose off the exterior of the house
4. Clean the exterior windows(after you hose down the house)
5. Sweep out the garage
6. Remove any dirt, finger-prints, scuff marks, etc, from all doors, woodwork =, molding, and baseboards
7. Lawn must be mowed and edged; front, back, and alley. All trash & leaves must be cleaned up and removed.

***Tenant shall have carpet professionally cleaned on the last day of residency. Copy of receipt for cleaning must be turned into FirstMark with keys at move-out.**