

COLUMBUS FAMILY HOUSING

MOVE-OUT CLEANING CHECKLIST

- Stove/Range and Hood: Remove burned/crusted-on food and grease from accessible surfaces, drip pan, oven rack inside oven, exhaust fan and filters, and range hood. Do not disassemble the range or hood.
- Refrigerator: Defrost and wipe down inside and outside to remove grease and food particles; accordion folds on seal must be free of food particles, mildew and other debris; refrigerator shall be left on the lowest setting with door closed.
- Garbage Disposal: Remove residue at the rim in the sink.
- Dishwasher: Remove any food particles, soap residue, and grease on both interior and exterior surfaces. Do not disassemble.
- Cabinets, Walls and Other Interior Wood Trim: Wipe down and remove grease and debris.
- Sinks: Remove Food particles, grease, soap residue and any removable stains.
- Lavatories, Commodes, Showers, Bathtubs, Glass Enclosures and Medicine Cabinets: Use non-abrasive cleaner to remove soap residue and mildew. Clean removable stains from walls. Wet mop the floors.
- Walls, Ceilings, Woodwork and Doors: Clean only those walls that are accessible. Spot clean to remove food, pencil and crayon marks, cobwebs, removable stains, grime and excessive dirt. Carefully remove nails and hangars placed by resident.
- Light Fixtures, Venetian Blinds/Shades: Clean and dust.
- Ventilation, Air Vents/Grills: Wipe down or vacuum to remove dust.

- Floors and Installed Carpeting: Sweep, damp mop and/or vacuum.
- Carport, Garages, Porches, Storage Rooms, Patios and Walls: Remove dirt, cobwebs, etc. from exterior doors, walls and ceilings. Remove excessive oil and grease from concrete paved areas.
- Grounds: Mow, edge, and trim fenced in yards. Any areas damaged by pets, garden plots, storage sheds, etc. must be restored.
- Garbage Containers: Trash receptacles must be cleaned.
- Windows: Residents are not required to clean windows.

Any work not completed by the Resident will have to be completed by the maintenance staff or contractor and will be charged back to the Resident.

Columbus Family Housing Representative

Date

Resident/Address

Date