

# Chatham Vacation Rentals

## Spring Cleaning Checklist

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2017

Remember to schedule your spring cleaning well in advance as the cleaners' schedules fill up quickly. Keep in mind that cleaning should be performed as close to the first tenancy as possible in order to avoid having to do an additional touch-up cleaning.

We can provide the cleaners with a key to your property however it is your responsibility to give them thorough and specific instructions and to pay them directly. We are happy to provide your cleaner's contact information if you do not have it.

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	Completed
<b>General</b>	
Eradicate cobwebs from ceiling, corners, furniture and baseboards	<input type="checkbox"/>
Wash all windows and sliding glass doors inside and out	<input type="checkbox"/>
Wipe window sills and heat registers	<input type="checkbox"/>
Shampoo carpets if necessary	<input type="checkbox"/>
Spot clean furniture	<input type="checkbox"/>
Wash spots and fingerprints off walls in high-traffic areas - Magic Eraser works great	<input type="checkbox"/>
Clean lint trap in dryer and clear outside vent	<input type="checkbox"/>
Wipe top and front of washer & dryer	<input type="checkbox"/>
Dust picture frames	<input type="checkbox"/>
Clean mirrors	<input type="checkbox"/>
Dust window blinds/shutters	<input type="checkbox"/>
Dust tops of light bulbs, lamps & lampshades	<input type="checkbox"/>
Clean fans (ceiling, standing, window, etc.)	<input type="checkbox"/>
Launder curtains and slipcovers	<input type="checkbox"/>
Wash waste baskets	<input type="checkbox"/>
Clean AC unit knobs & filters	<input type="checkbox"/>
Vacuum smoke and CO detectors	<input type="checkbox"/>
Remove all personal belongings	<input type="checkbox"/>
<b>Living Areas</b>	
Dust all furniture tops, legs and underneath	<input type="checkbox"/>
Dust window sills - open windows to clean between window & screen	<input type="checkbox"/>
Dust pictures, mirrors, light bulbs, lamps and knick-knacks with damp rag	<input type="checkbox"/>
Dust window blinds/shutters	<input type="checkbox"/>
Vacuum floors, carpets, under furniture and under edges of rugs	<input type="checkbox"/>
Vacuum all upholstered furniture and under cushions	<input type="checkbox"/>
Mop wood floors	<input type="checkbox"/>
Dust TV and components; organize wires	<input type="checkbox"/>
Fluff cushions and throw pillows	<input type="checkbox"/>

**Completed**

**Kitchen**

- Clean interior & exterior of range including storage drawer below if applicable
- Clean interior & exterior of refrigerator and freezer including ice cube bin/trays
- Clean interior & exterior of dishwasher
- Clean interior & exterior of microwave, toaster, toaster oven and coffee maker
- Scrub and disinfect sink; shine faucet
- Disinfect countertops and backsplash
- Wash all glassware, dishes, silverware, pots, pans, utensils, etc.
- Wash all cabinets and drawers, inside & out;
- Clean out and organize under kitchen sink
- Clean kitchen table and chairs
- Clean & disinfect floor
- Launder all pot holders and kitchen towels
- Wash trash can


**Bedrooms**

- Dust all furniture tops, legs and underneath
- Dust window sills - open windows to clean between window & screen
- Dust pictures, mirrors, light bulbs, lamps and knick-knacks with damp rag
- Dust window blinds/shutters
- Vacuum floors, carpets, under furniture and bed and under edges of rugs
- Vacuum inside closets and dresser drawers
- Turn/flip and vacuum mattresses
- Launder all bedding (spreads, blankets, mattress pads, pillow covers)
- Make beds with mattress pads/covers, bedspreads and pillow covers
- Mop wood floors
- Dust TV and components; organize wires if applicable
- Remove all personal belongings from closets and dressers


**Bathrooms**

- Scrub, disinfect and shine tub and shower surrounds
- Launder shower curtain and replace curtain liner
- Remove mildew stains from tile and grout
- Disinfect toilet bowl, tank, seat and base
- Scrub and disinfect sink and countertops
- Remove all items from vanity/cabinets and clean inside and out
- Clean mirror and light fixtures/bulbs
- Wash floor and wipe walls
- Polish chrome fixtures


**Exterior**

- Clean grill grates, cover and exterior (replace cooking grates if necessary)
- Sweep deck/patio
- Wipe down/wash patio and deck furniture and umbrella
- Clean up debris in yard (branches, leaves, etc.) and clean out window wells
