

## CLEANING CHECK LIST: **BEDROOM**

This check-list is given to you to help you leave your room as you were given it: CLEAN! It is your responsibility to return the room to us in the state you received it, less fair wear and tear. If it needs extra cleaning once vacated, cleaning will be charged by professional cleaners.

Please make sure that all furniture recorded on the inventory is in your room as there will be a charge for any missing, broken, or damaged items. If you vacate your room before the inspection, it will need to be dusted again on the day of inspection. It has to be clean for the incoming tenants: we will have to charge you for this - sorry!

	Done?
<p><b>Mattress cover:</b> wash at 30 degrees. It is best to air-dry your mattress protector, but if you need to tumble-dry, please do so on a 'very low' temperature setting or use max temperature of 30 degrees centigrade. Leave folded on top of mattress.</p> <p><b>Mattress:</b> Please vacuum both sides of your mattress</p> <p><b>Bed Base:</b> Vacuum the top of the bed base, move the base and vacuum underneath and vacuum and wipe out both drawers.</p>	
<p><b>Skirtings:</b> vacuum and wipe down including behind furniture.</p>	
<p><b>Carpet:</b> leave clean. Commercial carpet cleaning may be required and you will be charged to clean it if this is the case. If a carpet is damaged or commercial cleaning cannot remove a stain, the carpet will be replaced and you will be charged accordingly.</p>	
<p><b>Cupboards &amp; drawers:</b> wipe down all surfaces (using a damp cloth) &amp; vacuum all interiors - LEAVE EMPTY!</p>	
<p><b>Furniture &amp; tops of all surfaces:</b> dust all furniture and wipe with slightly damp cloth if necessary including top of wardrobe</p>	
<p><b>Mirrors &amp; window sills (inside):</b> clean mirrors with glass cleaner and leave smear-free using a special glass cleaning cloth. Dust inside sills and remove any sticky marks</p>	
<p><b>Window glass (inside) &amp; frames:</b> clean glass and leave streak free, remove any mould or stains on the inside frames using mould-remover chemical</p>	
<p><b>Door &amp; doorframe:</b> dust all paintwork and wipe with slightly damp cloth if necessary</p>	
<p><b>Light switches &amp; light shades:</b> clean (dust bulbs and tops of any lamp shades)</p>	
<p><b>Electric sockets:</b> Ensuring they are switched off at the socket first, check these are clean - carefully wipe.</p>	
<p><b>Curtains &amp; Nets:</b> if dirty dusty or marked, wash (at max 30 degrees), iron on reverse on a low heat &amp; re-hang. It is best to air-dry your curtains, but if you need to tumble-dry, use a 'very low' temperature setting or a max temperature of 30 degrees centigrade.</p> <p>NB: If at all dirty, shrunken or stained, curtains will be replaced and charged for.</p> <p><b>Roller Blinds:</b> must also be clean and free from condensation marks</p> <p><b>Venetian Blinds:</b> dust all slats and wipe with slightly damp cloth if necessary</p>	
<p><b>Rooms with basins and ensuite</b> - thoroughly clean all parts of basin and ensuite using bathroom cleaning products</p>	
<p><b>Taps and basin:</b> de-grease, de-lime scale (specialist limescale removing product or vinegar is recommended) &amp; polish. They should feel clean when you run your fingers over them &amp; be shiny.</p>	

<b>Shelves, mirrors &amp; cabinets:</b> polish with a lint-free cloth. All glass & mirrors must be left without drying stains or streaks, using a lint-free cloth. All interior shelves / drawers must be clean	
<b>Plug holes:</b> remove hairs and wipe clean with bathroom cleaner	
<b>Shower screen, tiles, grout and silicone:</b> de-grease, de-lime scale (specialist limescale removing product or vinegar is recommended) & polish. They should feel clean when you run your fingers over them & be shiny. Pay attention to the lower tiles and screen in the shower area - this is often missed and is often badly marked with orange limescale or mould. You may need a specialist mould-remover product for the grout and around the silicone. Glass shower screens will need cleaning with limescale removing products and glass cleaner, scrubbing and polishing so they are completely transparent and shiny.	
<b>Shower fittings, taps &amp; plugs:</b> remove any build-up of sediment & lime scale using a limescale removing product & leave polished. Specialist limescale removing product or vinegar is necessary as normal bathroom products do not remove limescale alone. Remove hairs from plug hole and wipe clean	
<b>Toilet:</b> clean inside & out and leave unstained. Clean behind the toilet pan and all of the surrounding floor and walls. If the toilet bowl is very stained it may need soaking in vinegar overnight then scrubbing.	
<b>Door:</b> wipe all paintwork and surfaces	
<b>Extractor fan:</b> clean all dust/dirt from using your vacuum cleaner first and then wipe over with a damp cloth	
<b>Floor:</b> clean as required	
<b>Window frames:</b> remove any mould staining on inside using mould-remover chemical. Wipe clean any dirt with bathroom cleaner	

**Please note:**

**Key:** Please leave in your door otherwise there will be a replacement fee. If you have a back-alley key, please ensure they are both on a key ring & left in your door.

**Carpets:** If these are not properly cleaned, they will be cleaned professionally at a cost to you.

**Curtains:** These need to be washed! Do so at max 30 degrees, air dry if possible and then iron on reverse on a low temperature & re-hang them. If you need to tumble-dry them, please do so on a 'very low' temperature setting, or at max 30 degrees. If they shrink or are mouldy we will have to replace them and charge you for this.

**Light bulbs:** If your light bulb(s) needs replacing please ensure you do this with a good quality low energy bulb. If we have to do this for you it will be changed by our team, at your expense. Please note that this will be the cost of the bulb plus a labour fee. If we find you have replaced with an unsuitable bulb, we will replace it with a suitable low energy one and charge you for this.

**Marks on walls, doors etc:** Please note that if any blu tac, Sellotape, or other sticky marks are found on any walls there is a fee for repainting, which will be labour costs plus the cost of materials. This will be deducted from your deposit.

**PLEASE DO NOT TOUCH UP ANY MARKS WITH YOUR OWN PAINT- WE WILL ONLY HAVE TO RE-DO IT AND CHARGE YOU FOR THE REDECORATION. GOOD LUCK!!**

**All above items have been checked:**

Name \_\_\_\_\_ Signed (tenant) \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE AND LEAVE IN YOUR ROOM WHEN YOU VACATE IT**