



## CLEANING CHECKLIST

These are general cleaning guidelines. If an item is not specifically mentioned, this does not exempt anyone for not cleaning that item.

Most units average 1-2 hours per bedroom (total size of unit) with 2 people cleaning. The most time consuming areas to clean are kitchens and bathrooms.

If you have any questions, please call Olympus at 812.334.8200.

<b>GENERAL (ALL ROOMS)</b>	
Baseboards	Wipe down and clean baseboards.
Ceilings / Walls	All sticky tape must be removed and no longer sticky. Wipe down and clean any spills or smudges. Sweep corners / ceilings for cobwebs.
Closets	Empty and cleaned out.
Cold Air Return / Vents	Vacuum out lint and dust. If return is too high, don't worry about this.
Floors	Clean according to floor type. Floors should be scrubbed, not just swept. Mopping just pushes dirt around. Pay special attention to corners and areas where food debris builds up.
Lights / Ceiling Fans	Dust, wipe down, remove cobwebs, and replace burned out bulbs. If you live in a unit with high ceilings that require ladders to reach fixtures, you don't need to worry about the fixtures.
Switch Plates	Wipe down and clean.
Windows / Blinds	Wipe down and clean window sills and windows. Blinds should be cleaned (If blinds are extremely damaged, do not waste time on cleaning but you may be charged for the damaged blind to be replaced.)
<b>KITCHEN</b>	
Oven / Stove	Clean all surfaces, remove grease and grime. Inside should be clean. If oven is self-cleaning, run it through a cycle. If drip pans (metal plates under burners) can't be cleaned, don't worry, we'll replace them at no charge. Oven racks and broiler pans should be clean.
Microwave	Interior and exterior should be clean. If microwave is above stove, the underside should be clean and free of grease and food splatters.
Range Hood	All surfaces, top and underside should be wiped down, free of grease and food.

Refrigerator	Do not unplug/turn off your refrigerator. Exterior should be clean. This includes food spills or dust located on top/bottom, on sides and on door. Inside should be completely empty and clean. Racks, shelves and drawers should all be clean. Pay attention to area under drawers when they are pulled out.
Dishwasher	Dishwasher should be completely empty and run through a cycle.
Sink / Disposal	Garbage disposal should be empty (clean). Sink should be clean.
Cabinets	All cabinets and drawers should be empty. Tops of cabinets should be dirt and dust free. All interior shelves should be wiped down and all cabinet fronts should be clean and free of food or other debris.
Counters	Wiped down and clean.
<b>BATHROOM(S)</b>	
Tub / shower	Tub/shower interior should be scrubbed and free of soap scum. (Don't be surprised at the time this takes!) Use Soft Scrub for best results.
Shower Doors	Glass doors and their metal tracks should be free of soap scum.
Sink / Medicine Cabinet	Basin, drain and handles should be clean and free of soap scum. Medicine cabinet should be empty, shelves clean and glass clean. Counters should be clean. If sink is pedestal, exterior should be dust-free and wiped down. Mirror should be clean.
Toilet	All exterior surfaces should be clean. This includes base of stool, lids, and tank. Bowl should be clean and free of stains or rings.
Exhaust Fan	Vacuum dust/lint from fan.
<b>LAUNDRY AREA</b>	
Washer	Clothes removed. Surfaces and inside lid area should be wiped down.
Dryer	Clothes removed. Exterior surfaces wiped down. Lint trap should be clean.
Floor	Lint and dust should be vacuumed. Cleaning supplies should be removed. Detergent spills should be wiped up and floor cleaned.
<b>EXTERIOR</b>	
Screen / Entry Door(s)	Door(s) wiped down and cleaned if dirty.
Porches / Decks / Patios	All personal items should be removed. Areas should be swept and free of trash.
Basements / Garages	All personal items should be removed and any areas that were used should be swept.
Yard	All garbage should be properly bagged and tagged for trash pick up.