



700 Sherman Oaks Drive, Ludington, Michigan 49431
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Staff Member: _____

Date: _____

Turnovers

General:

- **Windows:** All glass cleaned.
- **Window Tracks:** Wash out and remove all dirt and dust.
- **Window Sills:** Dust.
- **Registers:** Clean tops.
- **Walls:** If dirty, wash with a light household cleaner. *Candles – burning candles leave black, greasy soot on walls, etc., similar to nicotine. When you move out, you must clean this.
- **Floors:** Sweep, wet mop, and vacuum all.
- **Closet Shelves:** Wash and dry.
- **Light Bulbs:** All were working when you moved in and are to be working when you move out.
- **Counters:** Must be wiped down.

Specific:

- **Cupboards:** Clean doors, sweep and sponge out; remember to clean tops too.
- **Sinks and Bathtubs:** Scrub thoroughly.
- **Toilet and Shower:** Scrub and clean to shine.
- **Toilet:** Scrub inside and outside of bowl.
- **Floor:** Vacuumed and all areas around the toilet completely wiped up of dirty debris.
- **Mirrors:** Wiped down.
- **Stove:** Clean underneath, behind, and the sides. Scour the oven, broiler pan, grill racks, and burners, using oven cleaners and soap pads. If you have a self cleaning oven, run it through its cleaning cycle. Also shine enamel surfaces.

Kitchen:

- **Refrigerator:** Outside wiped down, inside wiped out.
- **Hood:** Cleaned underneath, using grease remover cleaner.
- **Dishwasher:** Front cleaned off, inside wiped out.
- **Washer & Dryer:** Make sure outside surfaces are wiped down as well as inside; clean lint filter too.

Other Areas of Apartment:

- **Blinds:** Wiped down – take to Shower Room
- **Wallpaper & Border:** Must be removed, including any past residue. (\$25/hr charge for any removal not done).
- **Carport:** Everything removed and swept out.
- **Patio/Balcony:** Everything removed and swept.
- **Entry Door Track** – clean & shine.
- **Check all Doors & Woodwork** – check tops of doors.

CHECKLIST COMPLETE: _____