



Building & Property Managers

CLEANING GUIDE FOR FINAL INSPECTION

A detailed guide to help you get your bond back.

****Please have your keys returned to our office***

***Repairs:** All damage must be made good. Please contact the office for phone numbers of competitively priced trade's people.

***Cleaning:** If you do not wish to clean the premises yourself, we can refer you to professional cleaners prior to your vacating.

GENERALLY

- Clean all windows and tracks, doors, sliding doors and tracks, fly and security screens,
- Mop all floors, removing marks and wash all skirting boards,
- Clean light fittings, wiping out dead bugs, remove all cobwebs, light globes to be left in working order,
- Wash walls with particular attention to areas around light switches and handles,
- All curtains and blinds are to be washed or dry cleaned as per tag instructions,
- Cobwebs to be removed from interior and exterior of premises,
- Air-conditioners – Filters to be removed and cleaned.

KITCHEN

- Inside and outside all cupboards and doors (especially pots and pans cupboard),
- Stove, griller, drip trays and oven to be left free of grease (We recommend Mr Muscle or Selleys Oven Clean),
- Inside, outside and behind the refrigerator and dishwasher (if applicable),
- Sink (stainless steel sinks to be shiny – use cream cleanser) and especially drains,
- Rangehood and filter (filter can be removed and cleaned).

BATHROOMS

- Floor, mirrors and windows,
- Toilet, vanity, bath, shower recess (tiles and screen scum build up to be removed),
- Clean inside built-in cupboards (wipe off scuff marks),
- Shower curtain to be washed with bleach or replaced if necessary.

LAUNDRY

- Inside, outside and behind washing machine, rinse out filter,
- Inside, outside and behind drier, remove lint,
- Clean laundry tub (including inside bottom cupboard of tub).

VERANDAH/PATIO

- Sweep and mop, clean railings and any perspex glass,
- Remove any cobwebs etc.

GARAGE

- Degrease all driveways, carport and all concrete areas to be free from oil and grease, must also be swept out.

YARDS

- Lawns, edges, weeding, general tidy up and gardens, no rubbish is to be left and all trimmings are to be taken away.

ANIMALS

- If there has been an animal at the property, the premises must be professionally fumigated and a receipt presented with the keys upon vacating,
- All damage caused from animals must be repaired in full.

CARPET CLEANING

- All carpets must be cleaned professionally and a receipt produced upon vacating. It is not acceptable to use home carpet cleaning equipment (eg VAX). **If a receipt is not produced then it will be arranged by our office and deducted from the bond.**

IF FURNISHED

- **Make sure all items are in original rooms as per inventory and have been professionally cleaned if necessary. If we need to make replacements you will be charge \$35 per hour for our time and then the cost price of inventory items.**

RENT

Rent is to be paid up to the day of vacating and is not to be deducted from the bond. Please do not ask us to take it from the bond!!!

This is a guide, but we do check all of the above items upon final inspection. We recommend that it is adhered to; this ensures a prompt refund of your bond. If cleaning is not completed in full to our satisfaction, a professional cleaner will be employed to bring cleaning to an acceptable standard.

Please ensure that a forwarding address is given to our office, this also helps for a prompt refund of your bond.