

The Property Management Team Cleaning Guide

INTERNAL CLEANING

Kitchen	
Oven including dials, shelving, grill, elements, surrounds and drip trays	
Splashbacks	
Sinks and benches wiped clean	
Rangehood including filters, buttons, top and sides	
Dishwasher cleaned inside and out – including filter	
All cupboards, shelves, and drawers to be cleaned inside and out and tops of exposed cupboards	
Waste disposal unit emptied and rinsed out (if applicable)	
Bathroom	
Shower cleaned including base, sides, drain, shelving and glass	
Bath (if applicable) cleaned and plug in place	
Vanity cleaned including taps, plug hole, cupboards/drawers inside and out	
Tiles and grouting cleaned (if applicable)	
Shower curtain cleaned or replaced (if applicable)	
Mirrors cleaned and free from streaks	
Toilet cleaned including seat, pedestal, and top. Bowl to be scrubbed	
Extractor fan cleaned and free from dust	
Laundry	
Laundry sink/tub cleaned inside and out and plugs in place	
General	
Carpets to be professionally cleaned if they are not clean otherwise vacuumed	
All hard floors to be vacuumed and washed / cleaned	
Light switches, light fittings and shades dusted / cleaned and doors and handles wiped	
Blown bulbs to be replaced including rangehood bulb	
Walls, skirting boards, ceilings to be wiped clean and free from fly markings	
Window sills and tracks cleaned and free of dust and debris	
Ceiling fan blades cleaned (if applicable)	
Fireplace to be cleared of ash (if applicable)	
Heat pump filters dusted and cleaned and the front wiped clean (if applicable)	
Cobwebs removed	

EXTERNAL

Lawns mowed, edges trimmed and lawn clippings removed from property	
Weeds removed from lawn, gardens and paving / stoned areas	
Hedges trimmed (if applicable)	
Decks, Courtyards, Patio, Paved areas, Porches to be swept free of debris	
Garage / Driveway / Carport to be swept and left free from debris	
Cobwebs to be removed from eaves, external light fittings, carports and sheds	
Where pets are kept on the property, all animal droppings to be removed	
No rubbish to be left at the property and council bins emptied and cleaned	