

Cleaning Checklist

Your Room		Done!
1	Pack up all possessions—check that there’s nothing left behind.	
2	Clear all rubbish and recyclables and take out to the correct bins.	
3	Wipe all mirrors and windows	
4	Carefully wipe any marked paintwork with a damp cloth	
5	Dust the furniture	
6	Thoroughly vacuum/clean the floor and wipe skirting boards	
7	Carefully take down any posters –try not to leave marks on the wall or you may be charged for repainting	

Hallways and stairs (PJM and Seafront residences only)		Who’s doing it?	Done!
1	Carefully attempt to wipe marks off doors, paintwork and trim with a damp cloth.		
2	Dust surfaces		
3	Vacuum/clean floor		
Bathrooms & Toilets		Who’s doing it?	Done!
1	Wipe surfaces with non-abrasive cleaner		
2	Remove hair from plugholes and clean sinks.		
3	Clean toilets inside and out.		
4	Clean showers and wash shower curtains (if applicable).		
5	Clean baths (if applicable).		
6	Mop floors		
7	Wipe all mirrors and windows		
Kitchens		Who’s doing it?	Done!
1	Dispose of all food and wipe cupboard shelves		
2	After emptying fridge/freezers, clean inside. Clean up any spills. If badly iced up, defrost the freezers by turning them off at the mains, but please leave switched on once completed.		
3	Clean cooker top, clean grill pan and rack, and clean inside and outside of oven. (Ventilate the room well if using oven cleaner!)		
4	Microwaves: remove, clean and replace turntable, and wipe inside with suitable cleaner		
5	Remove all rubbish and recyclables to the external bins.		
6	Brush and mop floors.		
7	Clean all surfaces		