

Property - Spring Cleaning Check List

Interior Deep Clean	
Walls - clean or paint - repair/patch as necessary	
Door and Window Trim, Baseboards, Handrails, all Woodwork, Shelving - cleaned, dusted, repair/paint	
Fireplaces, Flues - thoroughly cleaned, repair/replace any broken worn parts	
Windows, Doors, Sliders - thoroughly cleaned, repair/replace broken glass, hinges, tracks. Must fully function	
Hardwood Flooring - clean/polish scuffs, make repairs as needed	
Ceramic Tile - thoroughly clean, replace any broken tiles	
Grout - clean-remove all mold and mildew, then re-seal it/replace if necessary	
Vinyl Flooring - thoroughly clean or replace if worn, torn, or stained	
Carpet - have steam cleaned or replace if stained or worn - pay close attention to any carpet on stairs	
Ceiling Fans & Lights - thoroughly cleaned, replace/repair any that are broken, must all fully function	
Electrical Outlets - be sure they are ALL in working order, repair/replace if they don't. Replace broken covers	
Showers -Tubs-Sinks - clean, remove all mold/mildew & renew all caulking, repair/replace as needed	
Toilets - thoroughly clean inside and outside, replace any broken/worn parts, renew caulking	
Appliances(stove, oven, refrigerator, dishwasher, microwave, toaster, coffee maker, washer, dryer, blender) thoroughly cleaned inside & out. Clean behind/under. Clean out dryer vents. All must work properly.	
Cabinets - thoroughly cleaned inside and out, repair/replace broken shelves, doors, hinges, drawers	
Furniture - steam cleaned, cleaned under, repair/replace if worn, torn, faded, stained, broken	
Mattresses - steam cleaned/replace as needed, remember to check sofas/beds, futons, cots, airbeds, trundles	
Pillows and Mattress Pads -we highly recommend to replace yearly - if not must be thoroughly cleaned	
Bedspreads-Blankets-Sheets (if you provide) - thoroughly cleaned/replace if worn, torn, stained, faded	
Fabric Window Treatments - taken down and cleaned/replaced if worn, torn, faded, stained	
Blinds-Shutters-Shades-Rods - thoroughly cleaned/replace-repair any broken - must all function properly	
Laundry Areas, Closets - thoroughly cleaned & organized, repair/replace broken doors/hinges/shelves/rods	
Shower Curtains, Liners, Rods, Hooks - thoroughly cleaned, remove mold/mildew - replace any worn/broken	
Wall Hangings/Pictures - Cleaned, dusted, repair/replace any broken items	
Lamps, Lamp Shades, Light Bulbs - Cleaned, dusted, repair/replace any broken or non-functioning items.	
All Decorative Items/Knick-Knacks - Cleaned, dusted, repair/replace any broken or outdated items	
Dishes, Glasses - thoroughly cleaned, replace any missing or broken pieces.	
Flatware, Serving Spoons, Cooking Utensils - thoroughly cleaned, replace any missing or broken pieces	
Pots, Pans, Cookware, Lids - thoroughly cleaned, replace any missing, broken, or worn items	
Exterior Deep Clean	
Doors/Hardware - check all knobs/deadbolts - repair/replace any broken/corroded/hard to work locks	
Keys - if you change any locks be sure to bring new keys to Berger Realty	
Walls - pressure washed - repair/paint as necessary, replace any missing or broken siding	
Screens and Storms - thoroughly cleaned, repair/replace any worn, torn, broken items	
Decks, Porches, Patios - pressure washed - repair/replace/paint as necessary	
Stairs/Railings - repair/replace/paint as necessary	
Lighting - clean all exterior light fixtures, repair/replace all broken or non-working fixtures	
Trim, Vents, Soffits - cleaned, repair/paint/replace as necessary	
Gutters - thoroughly cleaned out, repair/replace any broken, missing, or non-functioning pieces	
Awnings - thoroughly cleaned, repair/replace any worn, torn, faded, or non-functioning parts	
Porch/Deck Furniture - thoroughly cleaned, repair/replace any worn, torn, faded, broken pieces.	
Water - Be sure to turn outside water on, if you turn it off during the winter	
Outside Showers/Cabanas - thoroughly cleaned, pressure washed, remove mold/mildew, make all repairs.	
Hoses, Open Shower Heads, Spigots - be sure in good repair, replace worn, corroded, non-functioning parts	
Beach Gear, Bikes - if you provide any - should be cleaned, repaired/replaced if broken or non-functioning	
Garage, Sheds, Storage Areas - thoroughly cleaned, pressure washed, organized, make repairs as necessary	
Landscaping - trim or remove shrubs/trees, pull weeds, tend to any gardens/grassy areas, remove debris	
Walkways, Concrete - pressure wash, clean, repair/replace any cracked or broken, replenish stones	
Heating and Air Conditioning Systems - Water Heaters	
Vents and Vent Covers - thoroughly clean inside and out of all vents and covers	
Filters - clean or replace all filters before season start	
Water Heater - if you set it to vacation mode or turn it down/off be sure to change it back and that it works	
A/C & Heat Units - have an annual inspection/cleaning before season start - freon, filters, corrosion, etc.	
Extra Items to Have on Hand	
Vacuum Cleaner Bags	
Shower Curtain Liners - should be replaced by cleaners every 2 weeks (mildew grows quickly!)	
Light Bulbs - Interior and Exterior (put new bulbs in all fixtures/lamps just before 1st tenant)	
Batteries for remotes and smoke detectors (put new batteries in all just before 1st tenant)	

Special Note: Be sure to take an inventory of all dishes. You should have AT LEAST 1 full setting per person that your unit sleeps. We have found that 2 sets is ideal. Glasses - should be AT LEAST 2 per person.