

Nord Gardens Cleaning Guidelines

You can greatly reduce the cost of cleaning your unit by taking time to do it yourself. Tenants should plan for an entire day or more for cleaning after all personal belongings have been moved out. Cleaning may take longer if you have not been doing it regularly, if that's the case you may want to plan for several days of cleaning. If professional cleaning is required after your move out, the cost will be deducted from your Security Deposit.

Getting Started

1. It is easiest to clean from the top to the bottom. Start with the light fixtures, windows, cupboards, drawers, appliances, etc. then clean the floor last.
2. You may want to designate an individual job for each roommate
3. Remove all of the blinds to clean all at once. Blinds can be cleaned easily in a bathtub or lay them out in the lawn and use a sponge and hose. Hang them to dry for an hour and re-install. BE CAREFUL. If the slats are bent, you will be charged for the replacement of the entire blind.
4. Check your cabinets and drawers for any items that might have been forgotten before you get started.
5. Remove all light fixtures throughout and run them through the dishwasher. Reinstall after clean. Tenants will be charged for replacement of light bulbs, so replace any burned out bulbs before you vacate.
6. Remove any cobwebs from ceilings, walls and vents. Also remove any hooks, tacks or nails. Please DO NOT putty any holes in the wall or try to repair any large holes yourself. In almost every case, our maintenance staff has to re-do it and it costs you more for them to fix your repair than to let them fix it from the beginning.
7. Don't forget to notify the utility companies and the post office that you have moved!

KITCHEN

1. Remove the kitchen blind to clean.
2. Defrost refrigerator/freezer per instructions. DO NOT CHIP ICE FREE WITH ANYTHING SHARP. If you puncture the inner wall of the refrigerator you will be charged to replace it. Remove all drawers and shelves to clean. UNPLUG THE REFRIGERATOR BEFORE YOU CLEAN. Clean inside and out, including all compartments and all of the seals around the doors. Don't forget to clean the top! If you leave the refrigerator unplugged, make sure you leave the doors open.
3. Wipe out drawers and cabinets; wipe down the exterior of the drawers and cabinets also.
4. Remove and soak all of the knobs, drip pans and hood filter in warm soapy water. **Lift stove top to clean underneath.** Clean fan hood, stovetop, sides, handles and drawer on the bottom of the stove.
5. Oven cleaner should be used on the inside only. Use according to instructions. Be careful not to drip onto the floor or any other part of the stove/oven.
6. Clean windows, screens, sills and windows. Vacuum your sills and window tracks to remove any dirt or bugs. Wipe clean.
7. Clean dishwasher thoroughly inside and out. Run it one last time with nothing in it.
8. Wipe off all counters, sink and fixtures. Run your garbage disposal once to clean it out.
9. Sweep and mop floors. Don't forget to clean under the refrigerator!

LIVING ROOM/ DINING ROOM/ BEDROOMS / HALLWAY

1. Remove and clean all blinds and light fixtures. Clean light fixtures as above (Kitchen #2)
2. If you have a vacuum cleaner that has the removable attachment, vacuum cobwebs, vents, windowsills, tracks and baseboards first.
3. Clean windows, patio doors, sills, and tracks. Remove stickers and tape.
4. Wipe down both sides of painted doors. Remove rubber bands, stickers and tape. Wipe down doorjamb.
5. Clean ceiling fans and light fixtures. Replace bulbs if necessary.
6. Wipe down closet doors, shelves and doorjamb. Leave original door knobs in closet for maintenance to replace.
7. Wipe outside and inside lid and drum of washer and dryer. Remove, cobwebs or lint (vacuum). Clean out lint trap. No need to clean behind or under washer and dryer.
8. Wipe the top and sides of A/C thermostat.

BATHROOMS

1. Remove and wash light fixtures as suggested above. De-web ceiling, walls and vents.
2. Remove trash and personal items from all drawers and cabinets. Vacuum and wipe out. Wipe down the exterior of the drawers and cabinets also.
3. Clean counter top, sink, fixtures and mirror. Use a toothbrush to clean around the sink and faucet.
4. Clean inside of toilet, tank and base. For water rings or tough stains try a pumice stick. You can find these at most grocery or drug stores where mops and brooms are sold.
5. Remove shower curtain and rings, leave the shower curtain rod. Clean tub, shower walls and fixtures. There are many cleaning products that will help remove soap scum and dirt.
6. Wipe both sides of the door. Wipe doorjambs and baseboards.
7. Vacuum and/or sweep and mop floors.

YARDS / PATIOS / BALCONIES

1. Remove all trash and debris from around your apartment (i.e. bottle caps, cigarette butts, etc.) Remove and dispose of furniture and/or other large items. You will be charged for the removal/disposal of anything you have left behind. Please place any extra large items in the large dumpsters by the pool or basketball court.
2. Remove and clean light fixtures. Replace bulbs if needed.
3. Deweb front porch/ back patio areas and eaves. Hose down/sweep patios clean.
4. Detrash and sweep out storage closet.

VACCUUM ALL CARPETED AREAS---DONE!