

## CLEANING CHECKLIST

\_\_\_\_\_ **KITCHEN CABINETS/COUNTERTOPS:** Clean/wipe down inside and outside of all cabinets and drawers and clean countertops. If leak/s are noticed anywhere in the property, **turn off the water source** and immediately report the leak/s to the office (865-774-0006).

\_\_\_\_\_ **APPLIANCES:** Clean ALL appliances – stove, oven, microwave, refrigerator, freezer, dishwasher, wipe off top, sides, etc. of refrigerator and fully clean kitchen. Pull refrigerator and stove out and clean/mop under the refrigerator. Vacuum/clean the back of the refrigerator. Clean refrigerator drip pan. Defrost if necessary. Put **NEW** drip pans in stove after thoroughly cleaning. Run dishwasher through one complete cycle, leave cracked so it airs out. Dump ice in ice maker.

\_\_\_\_\_ **BASEBOARDS/WALLS/FANS/CEILINGS/WINDOWS:** Wipe down all baseboards, door facings and doors inside and out. (*Interior and Exterior*) Clean all ceiling fans and blades. Sweep/clean ceiling. Leave fan(s) on low. Clean all windows and windowsills – lock all windows when finished. Check/clean/replace blinds – leave open.

\_\_\_\_\_ **BASEMENT/GARAGE/PORCHES/DECKS:** Sweep/clean/pressure wash (*if needed*) the basement, garage, all porches (*front and back*) remove any and all trash. If you must pressure wash an enclosed area put fans in the area to dry. Use dehumidifier, if necessary, to prevent mold/mildew. Remove your equipment once the property is dry.

\_\_\_\_\_ **BATHROOMS:** Clean bathrooms and cabinets thoroughly. If leaks are noticed, report them to the office immediately **and turn off the water source**.

\_\_\_\_\_ **FLOORS:** Mop/vacuum and clean all floors. All carpets must be professionally cleaned by an approved vendor of Great Smoky Investments, Corp. Our approved vendors: Buddy Carpet Cleaning, 428-0322 OR S & S Carpet Cleaning Service, 248-4309.

\_\_\_\_\_ **HOT TUBS:** Drain all water and thoroughly clean hot tub. Put **bromine** dispenser in hot tub and refill.

\_\_\_\_\_ **HVAC Filter:** Replace return air filter/clean grill. Use correct size filter and notate filter size on invoice. **Using permanent black magic marker (Sharpie) initial and note date when filter was replaced.**

\_\_\_\_\_ **INVENTORY:** Check contents of property and make sure all items that are provided with the property are in the house, clean and in working condition. Any items that are missing or not working should be reported to the office.

\_\_\_\_\_ **LAUNDRY ROOM:** Make sure all connections are tight, no leaks, vents have covers are properly placed and all holes to outside have been plugged.

\_\_\_\_\_ **LIGHTS:** Make sure **ALL** light bulbs are working and interior and exterior fixtures are clean and free of dirt, grime, and cobwebs. Replace any blown or missing light bulbs. **Notify office of any fixtures that need replacing.** Make sure all electrical outlets are working and that any broken covers or switch plates are replaced.

\_\_\_\_\_ **SMOKE DETECTORS:** Install new batteries in all smoke detectors. Replace any missing or broken smoke detectors. **Using permanent black magic marker (Sharpie) initial and note date when batteries were replaced.**

\_\_\_\_\_ **THERMOSTAT:** **Summer:** set cool/auto to 78; **Winter:** set heat/auto to 58

\_\_\_\_\_ **TRASH:** Remove all trash, old furniture, broken items, etc. from the property inside and out. **DO NOT LEAVE ANY TRASH AT THE PROPERTY.** Make sure any and all trashcans at the property are empty and placed conspicuously on the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name