

End of Lease cleaningchecklist

Detailed cleaning guide for contractors

Walls, skirtings, door frames and window frames

All internal wall surfaces, skirtings and frames to be completely washed down to remove all traces of dirt, dust mildew and grime.

Floors

All carpeted floors (including tiles and grout) must be vacuumed or swept, then mopped, paying particular attention to bathroom, ensuite, laundry and kitchen. Floors must be cleaned of all traces of dirt, dust, mildew and grime.

All external floor surfaces including plain cement, aggregate or similar surfaces should be pressure cleaned to remove external build up of mould, dirt and other matter.

Light fittings, GPO's, fans and fan switches

Light fittings, GPOs, fans and fan switches to be free of grease, grime, dirt and other matter. Fans should be free of all mould and mildew. All blown light bulbs are to be replaced.

Windows, doors and screens, frames, sills including tracks, mirrors

Windows should be cleaned to remove all dirt, dust, mildew and grime. Windows are required to be cleaned internally and externally to meet the standard.

All standard and security screens are required to be cleaned internally and externally to meet the standard.

All screens, grilles and fly screens must also be wiped down internally and hosed as part of the external clean.

Remove all dirt and cobwebs.

All window tracks and window sills must be cleaned to remove all traces of dirt, dust, mildew and grime.

All external facing doors must be cleaned to remove all traces of dirt, dust and mildew.

Mirrors and windows are to be cleaned with no apparent streaks remaining.

Window and door furnishings

Windows – Vertical blinds should be cleaned to remove all traces of dirt, dust, mildew, marks or stains, paying particular attention to the bottoms which can become heavily soiled from window ledges. At times, if heavily marked, professional cleaning may be required. Never use bleach or similar as this will discolour the fabric – always read the label of the product you are using first.

Venetian or similar should be cleaned with a damp cloth to remove dust, dirt, mildew and grime.

Clean all window furnishing tracks and cords accordingly.

 $\label{lower} \textbf{Doors}-\textbf{Should} \ \text{be} \ \text{cleaned} \ \text{to} \ \text{remove} \ \text{all} \ \text{traces} \ \text{of} \ \text{dirt}, \ \text{dust}, \ \text{mildew} \ \text{and} \ \text{grime}.$

Bathrooms, ensuites and toilets

It is important to note, that as these areas are **sanitary areas**, the use of a quality household cleaning product is required for cleaning all surfaces including shower recess, baths/spas, floor tiles, vanities, tapware, toilet seat and lid, cisterns and bowls. Ensure toilet lid/seat is removed and cleaned.

Kitchens

All appliances and associated parts (rangehood filters as listed in the checklist) are to be cleaned thoroughly to remove all signs of grease, grime or carbon deposits internally or externally. All traces of cleaning product must be removed. Clean around all appliances to remove any dust or other build up as necessary.

Air-conditioner or heater filters, dryer lint collectors

For air-conditioners, the entire surface, including the front grill of the appliance must be wiped clean to remove dirt, dust and mildew. Clean all air-conditioner filters.

For combustion heaters, you are required to wipe the external unit and clean the ash and soot.

External

All external walls, eaves and gutters to be washed down paying attention not to water log any electrical outlets, fans or lights. Mildew on the external of the property is required to be treated with an appropriate product.

Garages, carports, garden sheds, paths and driveways should be cleaned to remove any mould/mildew, oil, grease or other staining. Pressure cleaning is, at times, the best method to remove such marks.

All cobwebs must be removed from the external of the property. The contractor must notify ICC if gutters and downpipes require clearing due to blockages. ICC will arrange accordingly.

All rubbish is to be removed from internal and external of property. Bins are to be thoroughly cleaned and disinfected to remove all traces of dirt, food scraps, grease and grime and placed in either the garage or garden shed.

Use the checklist on Pages 2 and 3 to track the cleaning of all items.

Please note:

All items must be hygienically cleaned using the correct tools, in accordance with manufacturer's instructions.

Property address		Location Checked Contractor		Location	Checke	
		A/C or heater filters, wall filters		Bed 3		
		Comments		Walls and skirting including		
Location				robes/shelves Floors		
Entry	Contractor				$+ \exists$	
Front screen door		Kitchen		Light fittings, GPO's, fans	+ =	
		Walls and skirting		Windows, doors, screens, frames and sills including tracks and mirrors		
Walls and skirting		Floors		Window and door furnishings		
Floors				A/C or heater filters, wall filters	$\top \Box$	
Light fittings, GPO's		Light fittings, GPO's Windows, doors, screens, frames and		Comments		
Windows, doors, screens, frames and sills including tracks and mirrors		sills including tracks				
Window and door furnishings		Cupboards, benchtops		Bed 4		
Comments		Sink, plugs and plugholes		Walls and skirting including		
		All appliances including		robes/shelves		
		stove/cooktop/oven, rangehood, dishwasher, insinkerator, etc.		Floors		
Hallway		Comments		Light fittings, GPO's, fans		
Walls and skirting				Windows, doors, screens, frames and		
Floors				sills including tracks and mirrors		
Light fittings, GPO's		Main bed		Window and door furnishings		
Window and door furnishings		Walls and skirting including WIR		A/C or heater filters, wall filters		
Storage/cupboards		Floors		Comments		
Comments		Light fittings, GPO's, fans				
		Windows, doors, screens, frames and		Bed 5/study		
Lounge		sills including tracks and mirrors Window and door furnishings		Walls and skirting including robes/shelves		
Walls and skirting		A/C or heater filters, wall filters		Floors		
Floors		Comments		Light fittings, GPO's, fans	+ H	
Light fittings, GPO's, fans				Windows, doors, screens, frames and		
Windows, doors, screens, frames and				sills including tracks and mirrors		
sills including tracks and mirrors		Bathrooms, ensuites and toilets	Window and door furnishings			
Window and door furnishings		Walls and skirting		A/C or heater filters, wall filters		
A/C or heater filters, wall filters		Floors		Comments		
Comments		Light fittings, GPO's, exhaust fan				
		Windows, doors, screens, frames and				
		sills including tracks and mirrors		Other rooms		
Dining		Window and door furnishings		Walls and skirting including robes/shelves		
Walls and skirting		Vanity, cupboards, drawers and shelving		Floors	+	
Floors		Shower cubicles, baths, spas and toilets		Light fittings, GPO's, fans	$+\overline{\Box}$	
Light fittings, GPO's, fans		Comments		Windows, doors, screens, frames and sill	s \Box	
Windows, doors, screens, frames and				including tracks and mirrors		
sills including tracks and mirrors Window and door furnishings				Window and door furnishings	$+ \vdash$	
		Bed 2		A/C or heater filters, wall filters		
A/C or heater filters, wall filters Comments		Walls and skirting including		Comments		
COMMINENTS		robes/shelves				
		Floors		Patio/verandah		
Family		Light fittings, GPO's, fans		Walls and skirting		
Walls and skirting		Windows, doors, screens, frames and sills including tracks and mirrors		Floors/deck	$+ \vdash$	
		Window and door furnishings			$+ \vdash$	
Floors		A/C or heater filters, wall filters		Light fittings, GPO's, fans		
Light fittings, GPO's, fans		Comments		Stairs and rails		
Windows, doors, screens, frames and sills including tracks and mirrors				Comments		
Window and door furnishings						

	Checked	Comments			
	Contractor				
Garden shed or storage					
Walls and skirting					
Floors					
Light fittings, GPO's					
Windows, doors, screens, frames and sills including tracks					
Comments					
External house					
All external surfaces, including but not limited to walls, eaves/soffits, doors, garage doors, clothesline, porches, patios, pergolas, balcony's, garage, carport, balcony floors, concrete floors and driveways, paving, pool surrounds, glazing frames, sills, fences and gates must be cleaned with an industry standard high pressured machine, with the appropriate cleaning products to remove heavy grime, dirt and dust, grease and oil marks, and stains including mould and mildew					
Eaves, gutters on residences, downpipes and stormwater drain (the contractor must notify ICC if gutters and downpipes require clearing due to blockages. ICC will arrange accordingly)		Signature			
Light fittings, GPO's					
Windows, doors and screens					
Fencing, gates, handrails and retaining walls					
Internal A/C Filters and return vent grate		Date			
Bins cleaned and secure in garage/carport				Clear	Print form
Meter boxes					
		This checklist mu	ust be left in	the top kitchen dr	awer for i-kleen / l
Letter box Unattached buildings (garage, carports,					
onaliached buildings (garage, carports, sheds) must be cleaned including sweeping of floors, removing cobwebs, dust, walls, doors, light fittings, switches, power points, shelving units and glass/windows					
Missing plastic sink plugs replaced					
Missing or blown light globes replaced					
Further works or damages report to the maintenance call centre.					
Cupboards- all surfaces including tops of cupboards plus kickboards					