

Apartment White Glove Cleaning Checklist

Apt #: _____

****REMEMBER: Replace all light bulbs and smoke detector batteries.****

Kitchen (#1) Name: _____

- All food removed from fridge, freezer, and cupboards.
- Countertops scrubbed.
- Cabinet fronts, tops, and insides emptied and washed.
- Disposal flushed out (pour a little bleach down the drain).
- Dishwasher emptied and wiped clean on front and edges (run a cycle without dishes to remove excess food).
- Drawers washed inside and out.
- Fan above stove dusted and fan cover washed (do not remove).
- Freezer defrosted and washed (do not use sharp tools to remove frost).
- Fridge racks, drawers, behind drawers, shelves, and compartments cleaned.
- Outside and top of fridge washed, including sides and handles.
- Underneath fridge swept and mopped, also vacuum grill on fridge.
- Light covers, switches, and outlets washed.
- Heating vents washed.
- Sink and chrome cleaned and polished.
- Clean out under sink.

Kitchen (#2) Name: _____

- Walls cleaned (with special attention above stove and trash can).
- Chrome under and around burners washed clean.
- Stove top cleaned (lift up the range and scrub underneath burners).
- Oven drawer cleaned out.
- Outside of stove washed.
- Oven cleaned inside, including drip pans, racks, and door. (*Self cleaning ovens take 5 hours to complete the cycle and you must wipe it out when it is finished and cooled.)
- Floor swept and mopped (with special attention to the edges and under stove).
- Wipe down all baseboards in the kitchen.
- Microwave cleaned inside, outside, and underneath.
- Clean window blinds.
- Window sill and tracks washed.
- Windows cleaned and shined.

Vanity Counters & Hallway Name: _____

- Clean mirrors.
- Wipe counters clean.
- Sinks and chrome scrubbed and polished, hard water spot free.
- Dust light fixtures and replace burnt out light bulbs (with the correct vanity light bulbs).

- Drawers emptied and wiped clean.
- Light covers, switches, and outlets washed.
- Shelves in vanity areas wiped clean.
- Vacuum floor in hallway, pay special attention to edges.
- Wipe off washer and dryer, including floor in front and between machines.
- Empty cupboards above washer and dryer and wipe inside and out.
- Dust air vent in hallway.
- Dust baseboards in hallway.
- Sweep and mop vanity floor, paying special attention to area under sink.
- Wash walls, paying special attention to those near trash cans and under sink.

Bathrooms (East) Name: _____

(West) Name: _____

- Door and door frames cleaned (including top and both sides).
- Fan dusted and fan cover washed (do not remove).
- Clean any mold on walls or ceiling
- Floor and base boards swept and mopped, with special attention to the edges (watch for soap scum in front of tub).
- Light covers, switches, and outlets washed.
- Shower curtain washed and re-hung.
- Tub and chrome scrubbed and polished, hard water and soap scum free.
- Shower walls scrubbed, hard water, soap scum, and mold free.
- Toilet bowl washed inside and out (no ring present).
- Towel racks clean and polished (if you have them).
- Wash walls, paying special attention to wall behind and to the sides of toilet.

Living Room & Porch Name: _____

- Remove all pictures and posters from walls.
- Dust and polish TV stand.
- Vacuum under couch and loveseat.
- Vacuum and clean under and between couch and loveseat cushions.
- Vacuum carpet along wall, in corners, and under all furniture.
- Wash light covers, switches, and outlets.
- Clean heating and air vents.
- Wash walls.
- Dust and wipe down baseboards.
- Clean out vacuum – if it has a canister only. (DO NOT throw away filter – you will be charged for replacement).
- Wipe down front door, inside and out.
- Remove all clutter and garbage from front porch area.
- Clean and polish bar stool.

