SPRING DEEP CLEAN CHECKLIST

Property Address:_____ Unit ID#:_____

Initials	Service Performed	Inspected By:
Homeowner Services – Check condition of all items.		
_____	Place and clean all patio/deck furniture	_____
_____	Place BBQ on deck/patio with patio/deck protector	_____
_____	Store snow shovel(s) and note location	_____
_____	Sweep garage, decks, patios and porches	_____
_____	Cobwebs removed.	_____
_____	Draperies, curtains, mini-blinds cleaned or washed as needed.	_____
_____	Throw rugs cleaned or replaced as needed.	_____
_____	Clean vinyl or wood floors and wax if needed.	_____
_____	Clean interior windows and window tracks as needed.	_____
_____	Clean woodwork, baseboards, and doors.	_____
_____	Wash walls as needed.	_____
_____	Polish all surfaces of furniture.	_____
_____	All light fixtures removed and cleaned.	_____
_____	Make sure all lights have proper bulbs	_____
_____	Move all furniture and clean under as needed.	_____
_____	Mattress pads cleaned or replaced as needed.	_____
_____	Blankets cleaned or replace as needed.	_____
_____	Pillows replaced as needed; pillow protectors cleaned or replaced as needed.	_____
_____	Bedspreads cleaned or replaced as needed.	_____
_____	Clean stove and dishwasher. No foil under burners. Replace drip pans/rings as needed	_____
_____	Defrost refrigerator. Clean inside and out as well as underneath etc.	_____
_____	Clean all cupboards. Replace shelf paper as needed. Please let us know.	_____
_____	Clean all drawers and closets. Re-line if required.	_____
_____	Check condition of kitchen inventory. (pots and pans etc.) Replace if needed.	_____
_____	Check smoke detector batteries. Owner/LTA inspector to replace if needed.	_____
_____	Replace signage as needed. Let us know which signs need to be replaced.	_____
_____	Check shower curtains, replace if needed	_____
_____	Mark all linens	_____
_____	Linen closet organized and inventoried	_____
_____	Complete Minimum Inventory Checklist	_____
_____	Complete Walk-away Inventory list.	_____

Other Services (as needed)

_____	Carpets need to be cleaned?	❑ NO	❑ YES	_____
_____	Upholstery needs to be cleaned?	❑ NO	❑YES	_____
_____	Exterior Windows need cleaning?	❑ NO	❑YES	_____
_____	Yard clean-up needed?	❑ NO	❑YES	_____

Comments/Suggestions:_____
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_____
_____
_____

FOR LTA OFFICE USE: **Revised 4/05**

❑ LTA to perform ❑ Owner to perform Reservation Dates:_____

Inspected By:_____ Date:_____