



107 E. Johnston Street - P.O. Box 1515 - Smithfield NC 27577 - 919-989-5070

Tenant Housekeeping Checklist

General (Walls, Floors, Kitchen, Bedrooms, and more)

- All marks must be washed off the walls by dabbing a Magic Eraser on them.
- Mop all vinyl and tile floors.
- All carpeting is to be vacuumed and if stained it must be treated, then shampooed.
- No trash or debris on the floors, porches, decks, or in the yard.
- Blinds, windows and screens should be checked and in good repair.
- All light fixtures throughout unit should be working. Replace any burnt out bulbs.
- Wipe down all doors, knobs, baseboards, and molding around doors throughout entire property in all rooms. Kitchen:
 - Wipe and clean exterior of all appliances to include - stove, front of dishwasher, front of refrigerator, and range hood including range hood filter, and front of any built in microwave.
 - Wipe down inside oven, wipe down over racks, wash drip pans on stove (if stove has drip pans).
 - Wipe off and clean any spilled food inside of refrigerator, freezer, and microwave.
 - Sweep and mop kitchen and dining room floors. Don't forget to roll out refrigerator once a year (it's on wheels) and clean under/behind it, and remove the stove drawer once a year at the bottom of the stove and clean under it.
 - Wash cabinet doors and countertops, to include wall behind stove.
 - Wash and wipe kitchen sink.

Bathrooms

- Clean bathtub and tile. Spray caulking and tile with a mold/mildew stain remover if necessary.
- Clean sink, and vanity, wipe down any cabinets.
- Clean commode bowl, wipe outside, and around the base of the commode. Check for leaks also.
- Wipe mirror.
- Sweep and mop floors.

Exterior

- Mow lawn.
- Trim bushes and keep any landscaped areas in good repair (if applicable).
- Remove any junk or untagged and uninsured vehicles.
- Clean porches and decks free of trash and do not use these areas for piles of storage items.

Health and Safety

- Maintain all smoke detectors and change the batteries annually.

- Maintain any CO (Carbon Monoxide Detectors) and change the batteries annually.
- Check/Change furnace filters at least quarterly, or more if needed.
- Keep interior of property pest free.

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