

VACATE CLEANING CHECKLIST FOR BEDROOM

We trust that you have enjoyed your time at UniCentral and we hope that you can take home many happy memories to your Friends and Family!

Please TICK ✓ ALL of the items once completed to a “Professional Cleaning Standard”. We will thoroughly check your clean and if anything has not been completed correctly there will be a \$100 refresh charge which may be charged from your bond.

✓	Bedroom Cleaning Checklist:
	Desk top, desk shelf, inside of the desk drawer, bedside table top and shelves, desk light, desk chair to be wiped cleaned & free of dust & hairs.
	Ceiling fan blades, top & bottom (<i>*including extractor fan in bathroom (*if applicable)</i>) are to be wiped cleaned & free of dust & cobwebs.
	Windows (<i>*including bathroom window (*if applicable)</i>) to be wiped clean & streak free with a window cleaner, window tracks, sills & window frames are to be wiped cleaned & free of dirt.
	Blinds (<i>*including bathroom blind (*if applicable)</i>) are to be wiped clean, free from dirt, dust & mould. To remove mould, mix bleach and water and spray onto blinds – leave for several hours before wiping down with warm water.
	All walls (<i>*entire walls, including skirtings boards</i>) are to be wiped over with soapy water (use sugar soap), clean free from dirt, dust, marks, tape residue, stickers & blue-tack (<i>*including under the desk</i>).
	Doors & Door Frames (<i>*both sides of your bedroom door & bathroom door</i>) are to be wiped over & free of dust & marks.
	Wardrobe Doors are to be wiped over, inside and out & free of smudges/marks.
	All shelves & surfaces/walls in wardrobes are to be wiped free of dust & marks.
	Ceiling (<i>*including bathroom ceiling</i>) to be dusted & cobweb free, all cornices & skirting boards (<i>*including in the bathroom</i>) are to be wiped over free of dust, this includes behind bed & drawers.
	Vacuum the carpet, especially the edges along the skirting board.
	STEAM CLEAN Mattress & Carpet – Can be organised through the office.
	<i>*You must fold & leave your supplied mattress protector on your bed to be collected or you will be charged an additional fee of \$35.</i>
	Every light switch & power point is to be wiped clean (<i>*with a damp cloth only</i>) free of dust & smudges, also <i>wipe fingerprints from walls surrounding light switches/power points</i>).
✓	Bathroom Cleaning Checklist:
	Entire toilet (<i>*including the cistern & under the lid & seat</i>) is to be cleaned thoroughly with a bleach or disinfectant & free of stains.
	Entire shower is to be cleaned free of soap scum & mould (<i>*grout in shower is to be scrubbed free of mould- use a heavy duty mould cleaner- spray & leave for at least 2hours before scrubbing off .)</i> All tiles and tops of tiles & around shower door frame & flap are to be free of soap scum & mould, glass is to be free of soap scum & streak/smudge free.
	Taps & shower head (<i>*includes basin & shower</i>) are to be wiped clean & free of soap scum/mould.
	Hand basin, plug hole, plug & vanity to be cleaned & free of soap scum & mould, Vanity doors/handles, shelves, inside & out to be wiped clean.
	Bathroom mirror is to be wiped over with window cleaner & free of streaks/smudges etc.
	Toilet Brush Set is to be cleaned & free of dust.
	Vacuum the bathroom floor to remove hair and dust, then mop the floor

******If you choose to organise to have your carpets and mattress steam cleaned by a Professional Cleaning Company, you MUST provide proof that the carpets & mattress have been professionally cleaned, by emailing through a copy of a receipt.***

******Please note: WE DO NOT ACCEPT HIRED MACHINES & EQUIPMENT OR DOMESTIC MACHINES.***



COMMON AREA CLEANING CHECK LIST

Date of Inspection: _____

FOR A SMOOTH DEPARTURE, PLEASE ENSURE ALL TENANTS IN YOUR APARTMENT ARE AWARE OF COMMON AREA CLEANING REQUIREMENTS!

If you are vacating it is your responsibility as the tenant to ensure that ALL residents are involved in the cleaning of the common areas, regardless of who is vacating or who is staying. This ensures that the last resident to vacate the unit is not left with all of the cleaning.

Your common areas include; the kitchen, lounge room, balcony & surrounding garden areas.

To make sure your departure runs smoothly, please ensure the below is completed:-

✓	Common Area Cleaning Checklist:	✓	Common Area Cleaning Checklist:
	ENTIRE Fridge & Freezer & Seals wiped clean (*including the outside of fridge & seals) & free from food spills (*ALL shelves including inside the door).		Rubbish Bin & Bin Cupboard wiped clean, inside & out & free of food spills & residues (*garbage to be taken to bins out the front).
	Oven to be cleaned inside & out, (*including rack) free from food spills & build up.		<u>ALL</u> Kitchen Cupboards & Drawers are to be wiped clean, inside & out & free from crumbs & food spills.
	Microwave wiped clean inside & out & free from food spills & crumbs.		Balcony & common area is to be clean, neat & tidy & cleared of all personal items & clutter.
	Entire Kitchen Benchtop & Kitchen Sink wiped clean.		Floors (*including balcony) to be vacuumed & mopped.
	Clean stove top free of food & spills. Laundry – clean washing machine, dryer & sink.		Surrounding garden areas & under the stairs are to be free of rubbish (*bottle caps & cigarette butts etc.)
	Kettle & toaster wiped clean.		Table & chairs wiped over.

- **LINEN**- If you wish to leave your linen, please leave it folded on your bed in your room.
- **ROUTERS/CABLES** – You are welcome to take these or leave them in the room.
- **KEYS - LOCK YOUR DOORS** & return your keys to the office. If the office is closed please place your keys in the green box on the wall to the left of the vending machines out the front of the office.
- **FOOD ITEMS** - All of your food items **MUST** be removed from your unit, however you can donate UN-OPENED dry food and cans to the pavilion. **Your shelf space in the fridge, freezer & cupboard must be cleared & wiped clean – failure to do so will result in additional charges.**
- **PERSONAL ITEMS** - Please DO NOT leave any items in your common area. If you have property that you no longer want please take to the donation bins at Chancellor Park shopping centre.
- **Do not leave any rubbish in your rooms or common area or a removal fee may be charged.**

Name: _____

Signature: _____

Date Completed: _____

OFFICE USE ONLY: