

## "RENTAL "CHANGE OVER SERVICE" CHECKLIST 2019"

Sparkle Edge Cleaning \* 722- B Main Street, Yarmouthport MA 02675

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### KITCHEN:

- \*Clean inside & outside of refrigerator
- \*Clean appliances (coffee maker, toaster, and microwave inside & outside)
- \*Clean top & front of stove
- \*IF tenants didn't do dishes as requested, make sure all dishes are clean and put away  
(*check dishwasher , put away clean dishes*)
- \*Vacuum & wash flooring
- \*Clean fronts of cabinets as needed / Wipe all Countertops
- \*Removal of all items to include condiments, unless otherwise listed by owner

### BEDROOMS:

- \*Remove cobwebs as needed
- \*Lightly dust mirrors, pictures, etc. as needed
- \*Make sure bed covers are neat & pillows, check for soiled items
- \*Move area rugs & vacuum underneath
- \*Vacuum all floors & rugs
- \*Pad mop wood flooring with vinegar & water spray

### LIVING ROOM:

- \*Remove cobwebs as needed
- \*Dust mirrors, pictures, lamps, table, tv, etc..
- \*Straighten pillows and throw blankets
- \*Move area rugs & vacuum underneath
- \*Vacuum all floors & rugs
- \*Pad mop wood flooring with vinegar & water spray

### BATHROOMS:

- \*Removal of cobwebs as needed
- \*Clean entire shower/bath (NO BLUE TUBS)
- \*Clean & shine sinks, faucets, fixtures
- \*Clean inside, outside & underneath of toilets / Fold Toilet Paper
- \*Clean mirrors, pictures, etc. as needed
- \*Remove used bar soap & toiletries unless otherwise specified – CLEAN SOAP DISHES
- \*Vacuum & wash floor

### OTHER:

- \*All trash taken to exterior trash barrels
- \*AC, fans, TV etc are turned off
- \*All shades / curtains / blinds evenly opened
- \*Remove prints from windows / sliders as needed
- \*All windows closed & locked
- \*Label and return any broken, soiled or missing items or items left behind (bag & return to trailer)

**PLEASE NOTE: we are no longer offering Sunday cleanings however mid-week cleanings are still available**