

BOND CLEAN AUSTRALIA

Cleaning Checklist

1. **ALL CEILINGS & CEILING FANS**
 - Remove all cobwebs with a dry dust cloth
 - Remove any dirt or marks from ceiling
 - Do not kill spiders by squashing on ceilings, use insect spray
 - Wash clean the ceiling fans (include top and sides)
 - Exhaust fans – clean by removing from ceiling and washing in hot soapy water
2. **WINDOWS AND SCREENS INCLUDING SCREEN DOORS**
 - All windows *inside & out*, screens, and screen doors to be cleaned thoroughly **NOTE WINDOW SCREENS TO BE REMOVED FROM THE INSIDE ONLY TO PREVENT DAMAGE TO FRAMES**
 - Glass to be streak free.
 - clean all window tracks and sills (To be done after cleaning the windows and screens), no bugs or residue to be left in sills. *Hosing the windows just does not work.*
3. **WALLS & DOORS**
 - All walls, including the garage, to be free of marks, grime, dust and cobwebs. Magic Erasers are also good for stubborn marks. (spot clean included in standard bond cleaning service) additional heavy wall cleaning available if required
 - All doors to be wiped over front, back and edges, to be free of dust, grime and any marks.
 - All skirting tiles and skirting boards to be wiped cleaned.
4. **LIGHTS**
 - Check for blown globes and replace with correct globes. *(standard Globes \$5 each)*
5. Remove glass covers and wipe clean free of bugs and dirt
6. **SMOKE DETECTORS**
 - Smoke detectors to be clean and operational. (Correctly connected with battery installed)
7. **POWERPOINTS & LIGHT/FAN SWITCHES**
8. Wipe clean of all dirt and grease
9. **BLINDS, & AIR CONDITIONER**
 - Vertical blinds and tracking systems to be wiped clean completely, including top of rail. Ensure chain is correctly fitted to all weights. (Blind Cleaning Additional Service)
 - All marks, stains and mildew to be removed from individual blind drops by Professional Blind Cleaner only. Tenant is liable to replace any blinds damaged.
 - Venetian Blinds to be dust free (may need Professional Blind Cleaner)
 - Air Con unit to be cleaned, including the washing of filter assemblies in warm soapy water.
10. **ROBES**
 - Mirrored doors to be cleaned free of hand prints and smear marks
 - Door tracks to be cleaned
 - Shelves to be wiped down
 - All marks on walls inside robes are to be removed

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11. BATHROOMS

- Shower - tiles and soap dish are to be free of soap residue, grout to be mould free, drains to be removed and cleaned (hair free). An old toothbrush can be used to clean the drain holes. Floor drain covers can be turned & removed for cleaning.
- Glass screens – remove all soap residue (white build up).
- Remove shower door strip and clean underneath, it may need bleaching
- Wipe all water marks from tiles and glass with glass cloth or chamois.
- Mirror and basin – wash clean, drain hole to be mould free.
- Cupboard – wash out shelves, clean handles.
- Towel racks to be wiped clean
- Clean and disinfect floors. Make sure you clean behind and around toilet.
- Floor drain cover to be removed and cleaned.
- Exhaust Fans cleaned
- **Ensure all drain plugs are left clean & hair free!!!!**

12. TOILETS (TOILET SEATS TO BE REMOVED, BE CLEANED AND LEFT OFF)

- **Remove** by unscrewing 2 plastic screws at back of seat and thoroughly clean entire toilet, seat and surrounds.
- Disinfect the toilet bowl and wipe clean the toilet roll holder.
- Remove all blue loos etc

13. KITCHEN

- All surfaces to be cleaned and streak free, **(including front, back, edges, and handles of all doors, inside drawers, the very top of all cupboards and ridges of tiles).**
- Clean sink and drain holes with old toothbrush & Bleach
- Clean taps and water spout
- Soak plug holes in bleach if necessary.
- Clean and wipe out cupboard shelves, remove all marks
- Clean and wipe out pantry
- Leave cutlery drawer insert clean.
- Put towel under feet of refrigerator when moving so you don't mark tiles
- **Ensure both kitchen sink plugs are left clean**
- Dishwasher internal filter screen and dishwasher interior to be clean (See Manual). Please use a "Finish' Dishwasher Treatment' to clear out the pipes. Remember to wipe the bottom of the door area near the hinges. All loose plastic parts to the dishwasher are to be left in the dishwasher.

14. COOKTOP & RANGEHOOD

- Ceramic cook top should be clean and shining:
- Knobs can be removed to clean grease from the underside
- Remove cover and filter from range hood (See Manual) and de grease completely.
- Wipe internal range hood fan free of grease.
- Check lights in range hood, replace if globes are blown.

15. OVEN

- Clean with oven cleaner making sure the all areas are clean this includes the walls, roof, all wire racks, grill tray, insert and underneath the grill tray - **this usually takes several applications of the product for it to be free of all marks.**
- Wipe out any fallen foodstuff from inside and around the door(see manual). Please including underneath the door and the rubber surround.
- **Ensure grill tray, rack, and handle are left in the oven (manual to be left in folder).**
- Replace bulb if blown. (\$5.00-\$7.00 each)

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16. LAUNDRY

- Clean laundry tubs thoroughly
- Clean inside cupboard
- Clean marks off walls made by washing machine and any dust on walls and top ridge of tiles
- Put towel under feet of washing machine when moving so you don't mark tiles
- Clean laundry floor and drain hole.
- Ensure plug is left in sink and **plug hole is clean - de fuzzed!**

17. FLOORS

- Vacuum carpets prior to carpet cleaners.
- Tiles and carpet cover strips to be clean.
- Professional Carpet steam/dry cleaning-additional charge

18. GARAGE/CARPORT

- Garage/carport floor to be free of oil and grease(high pressure cleaning available @ \$55 if required)
- Ceilings and walls to be free of spider webs, marks and grime
- Outside and inside of Garage door to be washed and wiped clean
- Door remotes to be functional.(*tenant*)

Additional Services

19. FRONT PORCH AND REAR COURTYARD, GARDENS

- To be cleaned free of cobwebs that includes front lights and back lights.
- All external walls, fascias & gutters to be cleaned free of cobwebs, dust, mud wasp nests, etc.
- Security and Front Entrance doors to be cleaned inside and out
- Concrete to washed clean free of marks, mildew, staining and BBQ grease
- Weed garden beds
- Remove all pet remains (droppings,toys,bones,etc)
- **Rubbish Bins to be left empty and washed clean using a disinfecting cleaner. All rubbish is to be removed from the complex.**