

Annexure “B”
ASSETUNITY CLEANING CHECKLIST

As you are leaving the above –mentioned premises the list below gives you a guideline to assist you. It should be brought to your attention that if these items are not in agreement with your condition report and up to standard then a professional cleaner will be appointed to fulfil your obligation at your cost.

1. The stove, including the elements, oven, oven racks, griller and drip trays are to be cleaned thoroughly.
2. The rangehood, including the filters are to be thoroughly cleaned and free from any grease and dust.
3. The refrigerator and dishwasher including all the door rubbers and filters are to be cleaned thoroughly. These appliances are to be in good working order.
4. The washing machine and dryer including the lint screens are to be in a clean and working condition.
5. The bath, shower, shower screen, wash basin, mirrors, toilet and tiles are to be cleaned thoroughly.
6. Ceiling fans & Air- Cond are to be cleaned, free from dust and in good working order.
7. All marks and scuffs are to be removed from all walls. Especially around the light switches and where furniture has been close to walls.
8. All cupboards are to be thoroughly cleaned inside and out, especially around the handles of the cupboards. All personal items are to be removed.
9. All the light fittings are to be cleaned inside and out. Lights should be working and in good repair.
10. The floors and skirtings should be thoroughly cleaned and any marks are to be removed.
11. The carpets are to be steam cleaned by a professional carpet cleaner and pest controlled by a licensed contractor. The carpets must be deodorised and sprayed for fleas if a pet has been on the property. A receipt stating that these items have been attended to is required.
12. All cobwebs are to be removed from the property, both inside and out.
13. The lawns are to be mowed, gardens weeded, lawn edges trimmed.
14. All rubbish is to be removed from the property; any rubbish left behind will be removed at your cost.
15. Any items that have been broken or damaged are to be repaired or replaced. If the repairs done are sub standard then a tradesperson will be appointed to repair the damage to the property at your expense.
16. The carport or garage and the driveways are to be left in a clean condition and any oil or grease marks deposited by your car or any visitors car are to be removed. Any marks not removed will be done at your expense.
17. All curtains or window dressings are to be carefully cleaned and left in good condition. Machine washing is not advised, should they fall apart due to the harshness of the washing machine you will need to replace them. Hand washing is a better option.
18. All windows/doors and tracks to be cleaned and dirt free
19. The property will not be considered vacant until all keys are returned to the office during business hours.
20. Batteries to be replaced to all remote controls and smoke alarms

This list gives you the opportunity to clean the premises in accordance with the condition report that you completed when you first occupied the premises. As previously mentioned, should the property not be in accordance with the condition report then a professional cleaner will be appointed at your expense to complete the job. Should you have any queries, please contact Andrea during office hours on 0413 530 546.