

PROPERTY MANAGEMENT DIVISION

CLEANING CHECKLIST FOR STUDENTS

At the end of your tenancy you need to hand over the property in a clean and fit state to re-let. The fact that the tenants that you followed on from may not have left the property tidy is not justification for you to do likewise. We have evidence in the form of a video schedule of condition of the condition the property was in when your tenancy commenced and any issues you had at this stage are a quite separate matter to the condition you leave the property in when you depart. Following this guide should help you get your deposit back quickly and intact.

General tips

Clean from top to bottom. That is start at the top of the room, clean, dust and vacuum last. It is no good cleaning the lower cupboards in your kitchen and then the upper ones spilling the contents on the ones you've just cleaned. You will find it much harder to clean a room if it is still full of your stuff. It is best to take your possessions out and then clean the room.

CAUTION: mixing cleaning products and compounds is dangerous and can cause noxious fumes. Always read the label and when using cleaning products open windows to ensure plenty of ventilation. Never mix products – that includes using two products separately on the same item.

This guide has been set out in the order you should clean your apartment. Start with your bedroom before moving on to the communal areas finishing with the entrance hall, landing and stairs. If you're not keeping stuff that is still good to use (excluding food) consider donating it to a charity shop.

You should ensure your house is free from dust, greasy deposits, marks, stains and that areas like the kitchen and bathrooms are hygienically clean.

If you are disposing of large items or your wheelie bin is overflowing telephone the council on **0191 274 4000** and arrange a special removal of rubbish. If any rubbish (whether bagged or not) is present on the day the next tenants move in (often the day following your departure) we will have no alternative but to pay for the immediate disposal of this rubbish and charge this cost to your deposit account. For the benefit of your neighbours and incoming tenants, please plan ahead and dispose of your rubbish gradually in the run up to your departure date.

ARLA will arrange for your complaint to be assessed by an external Independent Case Examiner in line with the criteria and procedures set out in ARLA's published complaints procedure/leaflet.

Check list of tools and equipment you will need on next page ...

The Adderstone Group is a group of businesses under common ownership linked together for practical and marketing purposes. The main trading business is Adderstone Group Ltd, which comprises the following Divisions:

Development Division

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Construction Division

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Property Management Division

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Block Management

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Trading Division

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General Enquiries

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Check list of tools and equipment you will need

- Broom or vacuum with attachment
- Mop or carpet machine
- Spot carpet cleaner
- Cleaning cloths
- Dust mop (preferably with a long or extendable handle)
- Dust cloths
- All-purpose cleanser or mild cleanser of choice
- Oven Cleaner
- Laundry products for laundering bedding
- Mirror and window cleaner
- Step-ladder
- Sponges
- Small bucket with handle
- Also need spare bags for vacuum (if not using a bag-less one)
- Copious supply of bin bags
- Spot remover for upholstery or carpets

Here are a few things that take a little extra time and that you may consider to start the day before your big clean

The Day Before	Completed	
	Yes	No
Bathroom: lime scale in the toilet – use a specialist lime scale remover and soak over night.		
Kitchen: turn off and start to defrost the freezer. When defrosting the freezer, remember use a bowl and old towels to catch the drips.		

Bedroom

General	Completed	
	Yes	No
Dust down the ceiling, corners and dado rails.		
Wash any walls that need to be cleaned.		
Clean air vents/doorknobs/switch plates.		
Dust and clean any wall art. Be careful when cleaning framed art and photographs. Lightly wet a clean cloth to wipe the frame and glass. Never spray cleaner or water onto the frame. The liquid can seep behind the glass and damage the pictures.		
Windows: make sure you clean all the glass and frames, and as with the mirrors make sure they aren't streaky.		
Remember to dust (or use a damp cloth to wipe) the windowsills.		
Remove any lampshades and dust them (you can use a vacuum nozzle or brush on low suction).		
Mirrors: give the glass and frames a good clean, and be careful not to leave them streaky.		

Bed	Completed	
	Yes	No
Remove the mattress and dust/vacuum the bed.		
Pull the bed out, remove and accumulated rubbish from under the bed and vacuum underneath and put the bed back.		
Remove the mattress cover/protector; turn the mattress over before putting it back.		
Wash and dry the mattress cover and replace in on the mattress before you leave.		
Wardrobe		
Use a damp cloth to remove the accumulated dust on top of the wardrobe.		
Empty out every drawer and shelf, and pull them out completely, vacuum the drawers and shelves to remove any dust and debris. Replace all the draws.		
Vacuum the inside of the wardrobe making sure to get right into the corners.		
Pull the wardrobe out to dust and vacuum behind and put the wardrobe back.		
Wash/wipe down the outside of the wardrobe, doors, drawer fronts and sides.		
Bedside Table		
Empty out every drawer and shelf, and pull them out completely, vacuum the drawers and shelves to remove any dust and debris. Replace all the draws.		
Vacuum the inside of the drawers making sure to get right into the corners.		
Pull the table out to dust and vacuum behind.		
Wash/wipe down (with a damp cloth) the outside of the table, drawer fronts and sides making sure you remove any marks.		
Chest of Drawers		
Empty out every drawer and shelf, and pull them out completely, vacuum the drawers and shelves to remove any dust and debris. Replace all the draws.		
Vacuum the inside of the drawers making sure to get right into the corners.		
Pull the Chest of drawers out to dust and vacuum behind.		
Check to make sure none of your possessions have fallen inside the Chest of draws.		
Pull the chest of draws out to dust and vacuum behind.		

Chest of Drawers - continued	Completed	
	Yes	No
Check to make sure none of your possessions have fallen inside the Chest of draws.		
Pull the chest of draws out to dust and vacuum behind.		
Wash/wipe down (with a damp cloth) the outside of the wardrobe, doors, drawer fronts and sides making sure you remove any marks.		
Desk & Chair		
Empty out every drawer and where you can pull them out completely.		
Vacuum the drawers to remove any dust and debris making sure to get right into the corners.		
Dust or wipe the table and chair legs.		
Clean the table top making sure to remove any tea or coffee rings.		
Use spot remover to get rid of any marks or stains on the chair upholstery.		
Venetian Blinds		
After lowering the blinds and closing the slats wipe with a damp rag. Avoid applying too much pressure to the blinds when scrubbing, as most are prone to denting and bending.		
Close the slats in the opposite direction and wipe the other side.		
Curtains		
Dust down curtains/clean appropriately.		
Floor and/or Rug		
Move all the furniture out and vacuum behind and underneath where they stand.		
Vacuum the rug and remove it to vacuum underneath (where applicable).		
Use spot remover to get rid of any stains and or marks on the carpet.		

Bathroom

General	Completed	
	Yes	No
Windows: make sure you clean all the glass and frames, and as with the mirrors make sure they aren't streaky.		

Bathroom - continued	Completed	
	Yes	No
Remember to dust (or use a damp cloth to wipe) the windowsills.		
Shower & Bath		
Dust down the ceiling, corners and dado rails.		
Clean the tiles and glass doors, or the shower curtain if there is one.		
Clean right round the bath, inside and out.		
Go right round the bath taps and into the overflow hole, and make sure you get under the bath.		
Clean the shower head.		
Sink		
Clean the basin and the plug.		
Clean the pedestal and outside of the bowl.		
Clean around the taps and the taps themselves.		
Toilet		
If there are deposits in the bowl you will need to clean these first. Consider getting a special lime scale cleaner. You may have to leave this in the bowl overnight to clear all the lime scale.		
Flush the toilet and then squirt liquid cleaner under the rim. Brush the bowl then close the lid and flush.		
Clean the exterior of the toilet, start at the top, spray and wipe the tank and handle, then the outside of the lid, next, wipe down the outside bowl area, such as sides, front, and where the toilet meets the floor.		
Clean the seat, rim, and inside lid. Pay special attention to the area behind the hinges next to the tank.		
Floor		
Move everything off the floor.		
Empty the bathroom bin, clean and disinfect it then dry it and place a new bin liner in it.		
Vacuum or sweep any loose bits up (do not vacuum the floor if it is wet) including behind the fittings.		
Finally mop the floor using a detergent solution.		
Through away any cleaning cloths that you have used on the bathroom floor and or toilet.		

Kitchen

General	Completed	
	Yes	No
Remove all the items from the tops of cupboards.		
Empty all the cupboards and drawers. Remove all the food and throw away or box to take home.		
Remove all your kitchen utensils and appliances (ones you brought or bought).		
All surfaces should be free from greasy deposits this includes the walls, cupboards (both inside and out including the tops) and appliances.		
Windows: make sure you clean all the glass and frames, and as with the mirrors make sure they aren't streaky.		
Remember to dust (or use a damp cloth to wipe) the windowsills.		
Walls		
Wash the walls to remove any greasy deposits.		
Cupboards		
Clean all the shelves and doors, inside and out.		
Pay special attention to the tops of upper cupboards (where the cupboards do not run to the ceiling) clean the tops to remove and greasy build up.		
Crockery, Cutlery, Pots and Pans		
Any crockery, cutlery, pots and pans that belong to the house should be cleaned and dried and put back in their correct cupboard (after the cupboard has been cleaned).		
Remove the cutlery tray from the drawer wash and dry it, before replacing it and the clean and dry cutlery.		
Work surfaces		
Remove all appliances then get rid of any loose food first and then wipe down.		
Sink		
Go right round the taps, the plughole and the overflow.		
If the sink is brown or has brown stains fill with water and add bleach – leave for 15 minutes before draining.		
Microwave (if provided)		
As a rule, student and larger group properties are not provided with a microwave for health and safety reasons. If you purchased a microwave, please tick to confirm you have taken it or disposed of it. Our costs of carrying out an inventory check and disposing of the used microwave will be re-charged to you.		

Microwave - continued	Completed	
	Yes	No
Wash the turntable separately, dry and replace.		
Cooker		
Wash the hob thoroughly, remove all the rings and clean the pan supports.		
Remember to wipe the door glass.		
Use an oven cleaner on the inside - to remove all the burn in dirt and greasy deposits (always read the label and follow the instructions).		
Move the cooker out and clean behind, down the sides and vacuum carefully behind it.		
Fridge/Freezer		
Pull the fridge away from the wall; wipe down all sides and vacuum carefully behind it.		
Clean all shelves and drawers separately.		
Unplug and defrost the fridge-freezer and clean it out.		
When defrosting the freezer, remember use a bowl and old towels to catch the drips.		
Leave the doors open so that air can circulate.		
Washing Machine & Tumble-Dryer		
Clean the detergent drawer.		
Clean the door seal.		
Wipe down the front, sides and top.		
Clean any filters.		
Bin		
Wash inside and out with hot water and disinfectant.		
Wash the lid inside and out with hot water and disinfectant.		
Once dried replace the lid with a new bin liner.		

Kettle (if provided)	Completed	
	Yes	No
As a rule, student and larger group properties are not provided with a microwave for health and safety reasons. If you purchased a kettle, please tick to confirm you have taken it or disposed of it. Our costs of carrying out an inventory check and disposing of the used kettle will be re-charged to you.		
Check the inside if there is a lot of lime scale: use a mixture of half water and half white (or brown) vinegar leave in the kettle overnight. To remove the odour afterwards, boil fresh water in the kettle a few times.		
If there is no lime scale build up just give the kettle a good rinse out.		
Toaster (if provided)		
As a rule, student and larger group properties are not provided with a toaster for health and safety reasons. If you purchased a toaster, please tick to confirm you have taken it or disposed of it. Our costs of carrying out an inventory check and disposing of the used toaster will be re-charged to you.		
Remove any crumbs that have accumulated in the bottom (there is usually a small trap-door underneath), and wipe clean.		
Dishwasher (if provided)		
Clean the filter.		
Make sure there are no bits of food or greasy deposits inside.		
Wipe down the inside and wipe down the sides and door.		
Floor		
Move everything off the floor.		
Vacuum or sweep any loose bits up including behind the fittings (do not vacuum the floor if it is wet).		
Finally mop the floor using a detergent solution.		
Make sure you wipe the skirting boards.		

Living Room

Walls	Completed	
	Yes	No
Dust down the ceiling, corners and dado rails.		
Wash any walls that need to be cleaned.		

Walls - continued	Completed	
	Yes	No
Clean air vents/doorknobs/switch plates.		
Make sure you wipe the skirting boards.		
Remove any lampshades and dust them (you can use a vacuum nozzle or brush on low suction).		
Dust and clean any wall art. Be careful when cleaning framed art and photographs. Lightly wet a clean cloth to wipe the frame and glass. Never spray cleaner or water onto the frame. The liquid can seep behind the glass and damage the pictures.		
Windows: make sure you clean all the glass and frames, and as with the mirrors make sure they aren't streaky.		
Remember to dust (or use a damp cloth to wipe) the windowsills.		
Sofa & Armchairs		
Remove the all the cushions off and get the vacuum into all the corners and gaps.		
Do the same for the arm chairs.		
Use a spot remover to remove and marks or stains.		
Make sure you wipe the skirting boards.		
Television/DVD (if provided)		
In most cases, TV's and DVD's are not provided. Please make sure you remove your own TV's and DVD's as you will be charged for the costs we incur in carrying out an inventory check and disposing of any such items.		
Unplug the TV and DVD. Clean the screen carefully and wipe down the top and sides.		
Make sure you get rid of the dust in the vents, and remember the remote controls.		
Dust the TV & DVD cabinet.		
Floor and/or Rug		
Move all the furniture out and vacuum behind and underneath where they stand.		
Vacuum the rug and remove it to vacuum underneath (where applicable).		
Use spot remover to get rid of any stains and or marks on the carpet.		

Entrance Hall, Landing and Stairs

General	Completed	
	Yes	No
Dust down the ceiling, corners and dado rails.		
Wash any walls and clean off any scuff marks or finger marks.		
Clean air vents/doorknobs/switch plates.		
Dust and clean any wall art. Be careful when cleaning framed art and photographs. Lightly wet a clean cloth to wipe the frame and glass. Never spray cleaner or water onto the frame. The liquid can seep behind the glass and damage the pictures.		
Windows: make sure you clean all the glass and frames, and as with the mirrors make sure they aren't streaky.		
Remember to dust the windowsills.		
Banisters		
Make sure you give the banisters a good clean, and get into all the nooks and crannies and clean off any scuff marks or finger marks.		
Entryway		
Give the door a good clean both inside and out remember front-door glass.		
Carpet & Stairs		
Vacuum thoroughly.		
Vacuum the stairs from top to bottom and either use a brush or use the nozzle on the vacuum to get into corners and risers.		
Empty the vacuum and replace the bag (where applicable).		

Front and Back Garden or Yard

General	Completed	
	Yes	No
Remove any rubbish from the front garden/yard, place this rubbish in black bin bags and deposit these in your wheelie bin.		
Place the wheelie bin out for collection.		
Take out all the rubbish and place in the wheelie bin. If there is excessive rubbish and/or you are throwing large furniture away you will need to contact the council to notify them so they can send a specialist team to collect it.		

Please note that this advice is meant as a guide that will allow your dilapidations inspection to be carried out efficiently and smoothly.