

MIRACLE MAIDS MOVE OUT CHECKLIST

KITCHEN

- ☐ Pull down and wash out light fixture
- ☐ Pre treat oven
- ☐ Wash interior of refrigerator and freezer
- ☐ Clean around and behind fridge
- ☐ Clean inside oven
- ☐ Clean walls and floor behind oven
- ☐ Scrub and sanitize backsplashes
- ☐ Sink & counter
- ☐ Exterior of fridge
- ☐ Inside and outside of microwave
- ☐ Check walls for dirt, wipe down
- ☐ Wash trim, doorways, doors, door knobs, and baseboards
- ☐ Wash light switches & outlets
- ☐ Remove all trash

BATHROOM

- ☐ Pull down and clean inside light fixture
- ☐ Tiles & grout, scrub rinse & dry ceiling to floor
- ☐ Fixtures, cleaned without water spots
- ☐ Tub/shower cleaned ceiling to floor and dried
- ☐ Tub surrounding, wiped down to remove all dirt and hair
- ☐ Toilet cleaned top to bottom, inside and flush down chemicals
- ☐ Baseboards, washed
- ☐ walls, check for dirt and wipe down
- ☐ Scrub and sanitize inside and outside of all cabinets and drawers
- ☐ Mirrors windexed to streak free
- ☐ Dust and wipe down AC & bathroom vents
- ☐ Wash trim, doors, door knobs & door frame
- ☐ Wash light switches and outlets
- ☐ Remove all trash

- ☐ Sweep and mop floors - do not leave build up

BEDROOMS CHECK EACH INDIVIDUALLY

- ☐ Wet wash ceiling fan blades
- ☐ Remove light bulbs and wash light fixtures on fans
- ☐ Replace bulbs
- ☐ Dust & wash blinds
- ☐ Pull up blinds then dust around windows
- ☐ Wash window frame and sill
- ☐ Pull out windows and wash exterior (HOUSING AUTHORITY ONLY)
- ☐ Clean glass, streak free
- ☐ Wash trim & baseboards
- ☐ Wash doors & door frames
- ☐ Wash outlets & light switches
- ☐ Wash shelves & closet rods
- ☐ Floors (vacum & crevices or sweep & mop) remove any stuck on debris such as paint or build up prior to moping
- ☐ Check and wash walls to remove any grime
- ☐ Remove all trash

WATER HEATER CLOSET

- ☐ Knock out dust and cobwebs
- ☐ Wipe down all contents including pipes and wires
- ☐ Sweep out
- ☐ mop

ENTRY ROOM

- ☐ Wet wash ceiling fan blades
- ☐ Remove light bulbs and wash light fixtures on fans
- ☐ Replace bulbs
- ☐ Dust & wash blinds
- ☐ Pull up blinds then dust around windows
- ☐ Wash window frame and sill
- ☐ Pull out windows and wash exterior (HOUSING AUTHORITY ONLY)
- ☐ Clean glass, streak free
- ☐ Wash trim & baseboards
- ☐ Wash doors & door frames
- ☐ Wash outlets & light switches
- ☐ Wash shelves
- ☐ Floors (vacuum & crevices or sweep & mop) remove any stuck on debris such as paint or build up prior to moping
- ☐ Check and wash walls to remove any grime
- ☐ Wash exterior and interior of front and back doors
- ☐ Wash and windex storm doors, inside and out
- ☐ Vacuum fireplace
- ☐ Wash fireplace and surrounding
- ☐ Windex sliding glass doors, inside and out (streak free)
- ☐ Wash threshold
- ☐ Remove all trash
- ☐ Floors do not leave build up

ALL WINDOWS IN WFHA ARE INCLUDED IN MOVE OUTS - INTERIOR & EXTERIOR

DOUBLE AND TRIPLE CHECK YOUR WORK PRIOR TO SENDING OUT MANAGEMENT TO APPROVE. ALWAYS CLEAR EACH ROOM REMOVING ALL EQUIPMENT AND MATERIALS SO NOTHING IS LEFT BEHIND.

BEFORE AND AFTER PICTURES ARE OUR SAFETY NET! BE SURE TO TAKE BEFORE PICTURES OF EACH ROOM AND CLOSE UPS OF EXTREMELY DIRTY AREAS WE ARE CLEANING. THESE WORK AS

**INSURANCE FOR DISPLEASED CLIENTS AS WELL AS GOOD
ADVERTISING.**

DATE AND CUSTOMER:

ADDITIONAL SERVICES PERFORMED IF ANY:

COMPLETION DATE:

Name & Signature of completing staff:

APPROVED BY:

TITLE:
