

HUMBOLDT PROPERTY MANAGEMENT

954 H Street

Arcata, CA 95521

(707) 825-1515 * FAX (707) 825-1558

CLEANING/INSPECTION LIST

Includes, but not limited to the following items:

Front Entrance	Bathroom(s)	Kitchen
Door washed.	Sink/faucet clean.	Walls washed. Do not touch up holes with paint.
Outside light (working).	Medicine cabinet clean in and out.	Windows washed inside/outside.
Doorbell.	Closets cleaned.	Window tracks mildew free.
Front porch swept and free of webs.	Tub/shower enclosure cleaned.	Refrigerators clean in/outside.
Entry floor cleaned	Toilets clean in/outside & around.	Stove clean in/outside. Under also as well as under the burners.
<u>Living Room</u>	Floor swept/mopped.	Stove drip pans clean/replace as needed.
Doors cleaned. Wipe handles and door down of prints and dirt	Windows washed.	Counter tops clean.
Walls wiped down,	Window tracks free of mildew.	Cupboards washed in/outside.
Windows washed inside/outside.	Walls washed/	Light fixtures clean/bulbs functioning.
Window tracks cleaned & mildew free.	Doors cleaned. Wipe handles and door down of prints and dirt and top of door & trim of dust	Dishwasher clean in & outside.
Ceilings free of cob webs.	<u>Bedroom(s)</u>	Range hood clean make sure to wash your filter
Carpets shampooed by professional carpet cleaner.	Doors cleaned. Wipe handles and door down of prints and dirt and top of door & trim of dust	Sink/faucet clean and knobs
Carpets vacuumed.	Walls washed	Floors swept & mopped (under & behind appliances also). Pull fridge clean under it
Closets cleaned.	Windows washed inside/outside.	
Light fixtures/bulbs functioning.	Window tracks mildew free.	<u>Misc. Cleaning Items</u>
	Ceilings free of cob webs.	Replace non functioning light bulbs where necessary. Or you will be charged.
<u>Dining Room</u>	Carpets shampooed by professional carpet cleaner.	Wash all light fixture globes and rehung.
Walls washed/wiped down	Carpets vacuumed.	All curtains/blinds to be cleaned & free of dust/mildew.
Windows washed inside/outside.	Closets cleaned. Do not leave hangers,	Patio free of weeds/yard mowed where applicable.
Window tracks mildew free.	Light fixtures/bulbs functioning.	Be sure all personal property is removed from premises.
Carpets shampooed by professional carpet cleaner.		Clean water heater & Wall heater. Free of all dust.
Carpets vacuumed.		
Light fixtures clean/bulbs functioning.		

Besides general cleaning here are some items you could be charged for.

If you fill dumpster or put stuff by dumpster you will be charged for the removal (take to dump)

Do not try and touch up paint in your unit! If the color is wrong you could be charged to repaint unit.

Do not paint your unit.

Do not fill holes with a spackle knife. If you want to fill nail holes use your finger and wipe the excess with a sponge to clean the residue.

All bulbs in unit must be working.

Batteries in smoke and co alarms must be working.

If you put a locking door handle on your bedroom please change back or you will be charged.