



CLEANING CHECK-LIST for vacating residents

Entrance(s) & Hall(s)		Kitchen	
	Wash doors (inside and outside) and closets. Vacuum/dust/wash all floors walls stairwells, trim, (removing all marks) registers and cold air returns.		Pull out stove and clean: the oven, oven door, bottom drawer, stove top, burner plates, racks, broiler pans, buttons & knobs, back, sides, floor underneath and walls beside (range fan if applicable).
	Wash all light fixtures, switches and plug ins		Dishwasher: clean inside and out.
	Clean windows (inside and out), ledges, sills and patio doors. Sliding windows can be removed for cleaning one set at a time).		Fridge: Do not unplug the Fridge. Defrost and clean the fridge, including meat and vegetable drawers and racks.
Bathrooms			Wash all light fixtures, switches, plug ins, ceiling vents and fans.
	Doors, shower, bathtub, tiles, drains, sink(s), vanity, mirror(s), cupboards, closets, cabinets, toilet(s), fan, vents, walls and ceiling.		Clean windows (inside and out), screens, ledges, sills and window coverings. Sliding windows can be removed for cleaning one set at a time).
	Wash all light fixtures, switches and plug ins.		Clean floors, doors, closets, walls, trim, and closets.
	Clean windows (inside and out), screens ledges, sills and window coverings (sliding windows can be removed for cleaning one set at a time).		Cupboards, including tops, drawers, doors, shelves and counter tops/sink (inside, doors and on top).
Bedrooms/living room/dining room			
	Clean doors, floors, walls and trim.		Clean windows (inside and out), screens, ledges, sills and window coverings. Sliding windows can be removed for cleaning one set at a time).
	Wash all light fixtures, switches and plug ins.		
General			
	If applicable, clean basement (replace furnace filter), shed, garage and any other structures.		Make an appointment for a checkout inspection at 403.527.4507. All appointments should be booked 48 hours in advance. All checkouts must be completed by the third day of the following month. A daily rental rate will be charged to the tenant (based on current rent) after the third day.
	Sweep and clean the balcony/patio floor and railings (remove all items from underneath where applicable) and clean door (inside and out).		
	Remove all household/yard waste, furniture and personal belongings from the unit.		
	Replace Missing items where applicable. Replace burnt out light bulbs (interior and exterior)		Check out appointment Date & Time: _____
Return Keys to Maintenance person at checkout or at the MHCHS Administration Office. If Keys are not returned at this time, tenants will be charged \$30 for a lock change.			

Garbage Disposal: Tenants are responsible for disposing all unwanted items in the proper manner. BFI garbage bins are to be used for regular household garbage only and placing any large unwanted items such as furniture or appliances in or around the BFI bin is **not permitted**. If garbage/other unwanted items are not removed or disposed of properly, MHCHS will remove and dispose of them and the cost of this service will be deducted from the tenants security deposit or charged to their account. If any repairs, replacements, removal of goods or cleaning is required after the unit has been vacated, the tenant will be charged \$30/hour for any MHCHS maintenance services.

City Landfill: 403.527.1718 – Highway 41 near Veinerville

Central Office #104 – 516 3rd Street SE Medicine Hat, AB T1A 0H3
Tel: 403.527.4507 Fax: 403.526.3163 email info@mhchs.ca MHCHS.ca