

Vacant Apartment Cleaning Scope of Work

Dated: [DATE]

Scope of work at: [LOCATION]

Scope of work is for the cleaning of all non painted surfaces includes, but is not limited to the cleaning of all light globes, light fixtures, kitchen appliances, kitchen cabinets/counters, VCT floors, heating registers, windows, window frames, window interior sill, railings, wall and switch plates (after cleaning plates are to be installed), electrical switches and outlets, smoke detectors, interior doors and hardware, all components in the bathroom, bi-fold door tracks and knobs, and heater water closets. All chrome fixtures, stainless sink, and glass are to be polished and free of smudges.

And as follows:

1. Kitchens:

- a. Stove: Clean all enamel surfaces, oven, under top of stove, and range hood to remove all dirt and grease.
- b. Refrigerator: clean all enamel surfaces, freezer, racks and shelving, magnetic door strip, and vacuum coils on back of unit to remove all dust.
- c. Cabinets: clean all shelving, drawers, doors inside/outside of cabinets, including top of cabinets.
- d. Countertops: Clean to remove all dirt, grease and sanitize also includes polishing stainless steel sink.

2. Bathrooms:

- a. Ceramic Tile: clean all wall and floor surfaces, including grout, to remove all mold/mildew, dirt, and soap scum. Ceramic tiles to be shining when complete.
- b. Clean toilets, tub, lavatory sinks, towel bar and holders, toilet paper holder, shower rod, bathroom exhaust vent, medicine cabinets, and mirrors.

3. Tile Floors:

- a. Chemically wash all tile floors and vinyl cove-base thoroughly to remove dirt and built up wax. Includes all corners and edges. Finish with two (2) coats of a non-slip floor surface.

4. Light Fixtures:

- a. Remove all globes, clean and reinstall in all light fixtures. Light globes are to be dry before installing to prevent water spots.

5. **Carpeted Floors:**
 - a. Completely vacuum all carpeted surfaces, including stairs. Shampoo carpets if required.

6. **Heating and cooling registers:**
 - a. Do not remove registers from wall or ceiling. Cleaning to take place with registers in place.

7. **Common areas within the apartment:**
 - a. Clean all windows exterior and interior to apartment.
 - b. Clean all doorframes, jambs, knobs, hinges, locks, doorbell, latch, edges of door, weather stripping, etc.
 - c. Cleaning of thermostat to include the removal of cover and clean the temp spring by using compressed air. DO NOT USE ANY SOLOVENTS.
 - d. Clean patio blinds including tracks.

8. **Clothes washer and cloths drier where applicable:**
 - a. Clean interior, exterior including back and sides. Also clean the drier vent exhaust from the drier to the wall connection.

9. **Balcony areas where applicable:**
 - a. Remove any/all trash to onsite Dumpster.
 - b. Broom sweep concrete areas.
 - c. Clean sliding door track.

10. **Townhouse patio areas:**
 - a. Clean debris from area this includes lawn debris such as leaves.
 - b. Sweep concrete areas.
 - c. Rake all none concrete areas.
 - d. Clean exterior patio door glass and frames.
 - e. Broom sweep and wash front entrance stoop and steps.
 - f. Clean exterior door and frame including mail slot and glass.

END OF SECTION