

## Step 1: Trash Out

### Identify any items left behind

- Identify any items left behind.

## Step 3: Paint

### Paint and prep the unit

- Paint and prep the unit.

## Step 2: Repair

### Standard Turnover

- Patch any holes in the wall.
- Look for any cracks or leaks (especially in the ceilings); repair as needed.
- Confirm all appliances are working; if not, repair as needed.
- Replace lighting (bulbs, not necessarily fixtures).
- Tighten any loose hardware; replace any that is missing.
- Repair any clogs or leaks in the plumbing, (check kitchen and bath drains, toilets, and laundry).
- Confirm smoke and CO detectors still work, then replace batteries as needed.
- Replace the air filters.
- Be sure that there are no broken window screens.
- Conduct preventative pest control as appropriate.

## Step 4: Deep Clean

### Living Room / Bedrooms

- Light fixtures (inside, outside)
- Ceiling fans (top, bottom)
- Cobwebs (walls, ceiling, closets)
- Closet shelves/cabinets
- Trim (windows, doors, walls)
- Windows
- Blinds
- Doors/handles
- Baseboards
- Floor heaters (vacuum and clean covers)
- Light switches, thermostats
- Vacuum, wash carpets
- Wash floors

### Basement

- Light fixtures (inside, outside)
- Cobwebs/dust
- Windows, doors, plugs
- Washer/dryer (see laundry above)
- Sink/faucet
- Sweep/vacuum all floors

### Garage

- Light fixtures (inside, outside)
- Cobwebs
- Clean doors, knobs
- Clean trash receptacles (inside, outside)
- Sweep

### Laundry/Bathrooms

- Light fixtures (inside, outside)
- Cobwebs (ceiling, walls, cabinets)
- Ceiling vents
- Windows/blinds
- Cabinets—interior (drawers and corners)
- Cabinets—exterior (check fronts, tops, sides)
- Mirror/medicine cabinet (clean interior and exterior, shelves)
- Countertops/sink (polish)
- Grout/mold
- Paper/towel hangers
- Doors, handles, plugs
- Floor heaters (vacuum, wash covers)
- Baseboards
- Floors/corners
- Toilet (inside/around cover)
- Behind toilet (floor and baseboard)
- Shower track/frame
- Shower tub/walls
- Washing machine (soap compartment, inside rubber boot, around cover/door)
- Washing machine—exterior (leave door open)
- Dryer—exterior clean/check filter and lint trap

### Balcony

- Light fixtures (inside, outside)
- Sliding glass doors (clean inside/out, tracks)
- Cobwebs (doors, lights)
- Sweep

### Kitchen

- Light fixtures (inside, outside)
- Cobwebs (ceiling, walls, cabinets)
- Ceiling fans (top, bottom)
- Windows (tracks, frames, glass)
- Blinds (dust, clean)
- Cabinets—inside, drawers
- Cabinets—outside (above, underneath, sides, front)
- Walls/plugs
- Countertops
- Sink/faucet (clean and polish)
- Disposal (confirm it works, clean)
- Doors/handles
- Sliding glass doors (both sides and tracks)
- Floor heaters (vacuum, clean covers)
- Baseboards—under cabinets (clean)
- Microwave—interior and door
- Microwave—exterior (top, underneath, handles)
- Stove hood (clean interior and exterior, underneath)
- Dishwasher—interior door (corners, ledges)
- Dishwasher—inside (walls, underneath, around filter)
- Dishwasher—exterior
- Refrigerator—inside (drawers, shelves)
- Refrigerator—exterior (top, sides, underneath)
- Wash floors

## Step 5: Replace locks and keys

### Prepare the unit

- Replace locks and keys