



SELF-CLEAN Minimum Clearing Requirements

(Note that ALL requirements in this document must be completed to satisfaction of Fort Carson Family Homes Management, or a full Clean Team fee will apply)

USE CAUTION WHEN USING PRODUCTS THAT CONTAIN BLEACH

Damage caused by bleach products will be the financial responsibility of the resident

INTERIOR CLEANING

Cabinets/Drawers:

Cabinets must be washed thoroughly and left free of any food particles, grease, spots, or watermarks. Exterior surfaces are to be polished.

- Remove all shelf paper and glue
- Clean interior, exterior and tops
- Polish exterior of cabinets and drawers

Countertops:

Countertops shall be cleaned and free of any buildup, to include the areas around the chrome edges. After cleaning, do not leave a visible or touchable residue from cleansers. Either rinse thoroughly or use a glass cleaner to finish. All stains must be removed.

Sink/Faucet:

Sinks and faucets are to be cleaned of all marks, soap film, stains, mineral deposits, and water spots. You may need to use a soft bristle brush to clean the hard to reach areas around the faucet and knobs. DO NOT use drain cleaners.

- Clean thoroughly and leave spot-free
- Shine all chrome
- Clean all accessories such as sink stoppers, garbage disposal, rubber gaskets, etc.

Refrigerator:

Refrigerators will be thoroughly cleaned inside and out, to include all parts, trays, and rubber gaskets. After defrosting and cleaning, the refrigerator is to be LEFT RUNNING with the thermostat set at the lowest setting and the door closed. Do not use sharp objects to remove ice or frost buildup.



- Defrost (if refrigerator is not frost-free)
- Remove all marks, food particles, and stains
- Clean interior to include all shelves, crisper bins, butter tray, etc.
- Clean exterior to include door handles, door gaskets, front, back and sides, coils, and drip pans.

Range/Oven:

Ranges equipped with flexible gas hoses will be moved and cleaned behind and underneath. All dust and lint will be removed. All carbon that will not come off with a good oven cleaner should be scraped off with dry steel wool.

- Remove all food, grease, marks, etc. from the burners, oven racks, broiler drawers, control knobs, top burner, oven, oven door and broiler pan/cover
- Clean exterior and buff free of all marks, stains, grease and food
- Clean the sides and backside of the appliance
- Clean the floor underneath the range

Range Hood:

All outside and inside areas, to include filter housing and ledges of hood will be cleaned. Soak filter for about 20 minutes in warm sudsy water and brush well with a soft bristle brush.

Thoroughly rinse and dry filter.

Walls, Ceilings, Woodwork, Baseboard, Ledges, and Doors:

The above should be cleaned using an all-purpose cleaner. For difficult marks, a powdered cleanser that is watered down and used lightly will aid in cleaning. You may also use a Mr. Clean Magic Eraser to remove difficult marks. All hangers and nails in woodwork or walls will be removed. If a claw hammer must be used to pull a nail, place a block of wood between the head of the hammer and the surface from which the nail is to be pulled to prevent wall damage. DO NOT FILL NAIL HOLES.

- Remove all crayon marks, finger marks, scuff marks, soap film, grease, dirt, and dust
- All woodwork should be cleaned and left in a dry condition
- All doors, if taken down, must be re-hung
- All ledges over doors, windows, closets, cabinets, and door tops must be wiped clean with a damp cloth to remove grease and dust
- Remove cobwebs from corners of ceilings, including basements and porches, where applicable
- Ceilings in kitchen and bathrooms are to be washed and free of grease, stains, and residue



Pest Control:

All pest control services must be completed prior to your final inspection.

- Please tell us if you have any pest control issues when you turn in your notice to vacate or during your final inspection

Switch/Outlet Plates:

Remove outlet plates before cleaning. Switch and outlet plates must be cleaned and free of any black marks, fingerprints, soil, or grease. After the outlet plates have been cleaned and are completely dry, place them back in their original position.

Light Fixtures and Ceiling Fans:

- All light fixtures and light bulbs (inside and outside of the home) will be wiped clean and will be free of dust, grease, soil, and streaks
- All indoor light fixture covers will be wiped inside and out to remove dead bugs and debris
- Replace any light bulb that is burnt out with the same type
- All ceiling fans must be thoroughly cleaned (blades, mounts, casing, etc.). A fan brush with a telescopic handle is helpful to reach fans in high-ceiling rooms

Carpet/Flooring/Stairs:

All flooring surfaces are to be cleaned. VCT tiles need to be thoroughly stripped and then waxed to a streak-free shine. Carpeted areas must be professionally steam cleaned before the move out inspection.

- **Vinyl Planking and Hardwood flooring:** DO NOT apply ammonia, wax or any floor-shine products to these floors. Clean with a mild detergent and water (ex: Swiffer Mop)
- **VCT Tile Flooring:**
 - Strip floors of old wax, marks, dirt and scuffs by using any commercially available wax remover (refer to last page for illustrations of recommended products). Scuff marks can be removed using a nylon scrub pad and a mild detergent
 - Clean all floors including areas under the refrigerator and stove, inside the utility closet, and basement concrete (if applicable)
 - All flooring surfaces must be free of debris, dirt, and hair
 - Wax VCT tiles ONLY to a streak-free high shine



- Suggested products for VCT tile include Quick Shine and Zep. These are actually polymers that will dry to shine when properly applied. DO NOT USE ON VINYL PLANKING, LINOLEUM, OR WOOD FLOORS
- **Carpeting:**
 - Vacuum all carpeted areas to remove all pet hair, debris, and food particles BEFROE carpets are professionally steam cleaned
 - Carpeted areas must be **cleaned by a professional carpet cleaning company**. A copy of the receipt must be given to your inspector at the final inspection
 - All stains must be removed from carpeted areas
 - Carpets must be completely dry prior to your final inspection
 - If you have a pet or are a heavy smoker, an approved non-masking odor neutralizer must be used during the carpet cleaning
 - You will be held financially responsible for carpeting that does not meet Fort Carson Family Homes standards

Bathrooms:

USE CAUTION WHEN USING PRODUCTS THAT CONTAIN BLEACH

Damage caused by bleach products will be the financial responsibility of the resident

Bathtubs, sinks, commodes, cabinets, water closets, and all bathroom tiles must be clean of soap film, dirt, and marks. Drain stoppers will be removed and cleaned. All medicine cabinet surfaces (ledge shelves, shelf holder, mirrors, etc.) must be cleaned.

- Clean and polish shower walls, bathtubs, and commodes, removing all spots, streaks, soap film, and mildew
- Remove all soils and stains (make-up, hair products, toothpaste, etc.) inside and outside of the medicine cabinet, drawers, countertops, and vanity
- Clean mirror to a streak-free shine
- Plumbing fixtures are to be left free of soap film, mildew, rust, lime deposits, and water spots
- Polish all plumbing fixtures to a streak-free shine
- Remove all hair and foreign debris from drain plugs
- Clean the vent fan
- Remove mildew using a mild bleach



Closets:

Closets, including rods, shelves, and wills will be wiped clean with a damp cloth.

- Remove all cobwebs, crayon marks, fingerprints, scuff marks, and hanger marks
- Clean closet rods, shelf tops, and undersides
- Doors are to be left free of marks, dirt, crayon, etc.

Window Coverings:

Window and door blinds will be left clean, undamaged, and hanging properly. We recommend removing the blinds and soaking in soapy water before scrubbing sediment off with a bristle brush. Wipe the remaining residue off with a wet cloth.

- Remove all dust, grease, and any foreign substances from the window coverings
- The blind slats must have a smooth feel to them after they have been properly cleaned

Windows/Storm Doors:

All windows will be washed on both sides. All screens should be undamaged and cleaned (swept and re-hung).

- Clean all windows including windowsills, tracks, and screens
- Clean windows inside and out using newspaper or a microfiber cloth instead of paper towels. All glass must be free of streaks

Heat/Air Conditioning Vents:

- Clean heat registers inside and out
- Remove any foreign debris from inside the heat registers (toys, hair, etc.)
- Replace furnace filter (provided at Self-Help)

EXTERIOR CLEANING

Window Wells:

- Remove all trash, rocks, and leaves
- Brush and clean outside of window sills at 1st level windows

Windows and Screens:

- Clean exteriors of all windows and leave streak-free
- Remove all dust and soils from screens
- Repair or replace damaged screens prior to your final inspection



Patio/Storm Doors and Screen Doors:

- Glass must be cleaned and left streak-free
- Clean door kick panels
- Door tracks must be free of any dirt or debris and cleaned thoroughly

Thresholds:

- Remove all black marks and soil through all doorway entries.

Exterior Walls:

- Remove all foreign debris, nails, scuff marks, crayon marks, dust, cobwebs, soil, etc.

Storage Sheds (if applicable):

- Remove all personal items and debris
- The interior and exterior are to be left free of soil, crayon marks, scuff marks, cobwebs, etc.
- Re-paint the shed if needed

Garage/Carport/Parking Space:

- Remove all personal items
- All designated parking areas are to be left free of debris and automotive fluids
- Remove paint, chalk, excess grease, and oil from driveways, garage, and carport floors. Dry Sweep or cat litter can be used for removing oil and grease

Lawn/Flower Beds/Outside Areas:

- Police yard and remove all debris including personal belongings, trash, leaves, animal feces, etc.
- Sweep and remove all soils from patio and walks
- Grassed areas that have become worn due to pedestrian traffic or pets will be raked and re-seeded well in advance, so that the grass will be growing prior to final inspection
- Pet damage, to include lawn damage and/or holes, must be repaired
- During the winter, snow and ice must be removed from the sidewalks and driveways
- Properly remove satellite dish, when applicable, and make sure outside wires are not a trip hazard
- Return any modified landscaping back to its original condition, unless management has provided approval in writing for the modifications to stay



Trash and Recycle Toters:

- Empty, scrub, and leave clean.
- **DO NOT LEAVE ANY TRASH OUT ON THE CURB OR IN YOUR YARD OR HOME**

Keys/Remotes:

- Resident must return all assigned house, mailbox, and shed keys at final inspection.

Resident will be held responsible for damage exceeding fair wear and tear. Examples of such items are listed below, but are not limited to:

| | |
|--|--|
| Unauthorized painting | Broken windows |
| Lost or broken keys | Holes in walls or doors |
| Damage caused by installation/removal of satellite dishes | Damaged flooring and/or carpeting |
| Pet damage | Improper care of landscaping |



Recommended Cleaning Products

Both of these brands also provide wax remover, cleaners, and more



DO NOT USE PRODUCTS ABOVE ON VINYL PLANKING, HARDWOOD, OR LINOLEUM FLOORS



These are only suggestions of products that, when properly used, are known to work well when doing a Self-Clean