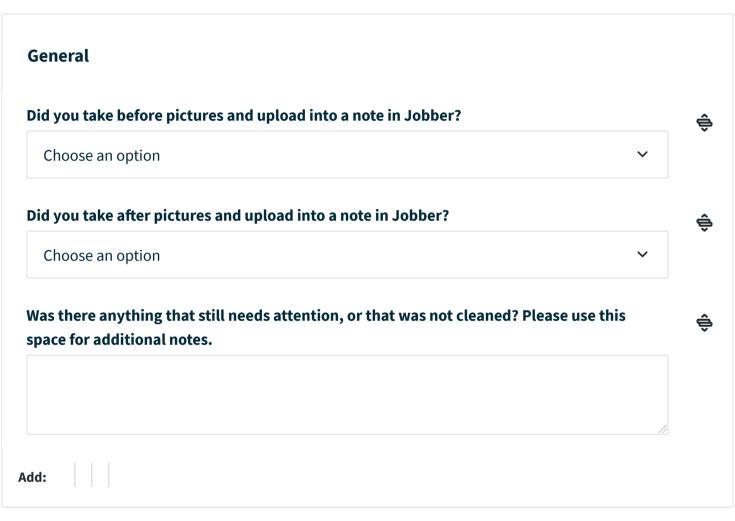
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## **GREEN & IVY MOVE IN / OUT CHECKLIST**

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Green & Ivy Move In / Out Checklist



## All Areas Base and floor boards - wipe clean Blinds and shutters - dust or wipe clean Cabinets and drawers - clean inside

Cabinets and drawers - wipe clean outside	ê
Ceiling fans - wipe clean	ê
Ceilings and walls - dust with large brush	ê
Closets - remove cobwebs, clean floors	ê
☐ Cobweb removal from ceiling and walls	ê
☐ Door hinges and hardward - wipe clean	ê
☐ Door tops and detail - wipe clean	ê
☐ Electrical plates and lightswitches - wipe clean	ê
☐ Fireplace - Remove ashes	ê
Fireplace screen - vacuum brush and wipe clean	ê
☐ Floor corners - vacuum brush	ê
☐ Floors - Steam mop hard floors	ê
☐ Floors, rugs, and under edge of large rugs - vacuum	ê
Glass doors - clean all	ê
☐ Heater and wall and ceiling vents - vacuum brush all	ê

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Light fixtures - wipe clean	ê
☐ Mirrors clean with rubbing alcohol	ê
☐ Shelves - Remove all items, dust and wipe clean before replacing items	ê
Stainless steel - clean with olive oil	ê
☐ Trash removal	ê
Under furniture with clearance - vacuum and steam mop	ê
☐ Wall hangings and hardware - wipe clean	ê
☐ Vents and wall heaters - vacuum brush and wipe down	ê
☐ Walls - wipe clean	ê
☐ Window and door tracks - vacuum brush	ê
☐ Window and security door screens - vacuum brush	ê
☐ Window sills - wipe clean	ê
☐ Windows - clean inside (reachable windows)	ê
☐ Windows - clean outside (reachable windows)	ê
Did you complete anything that is not included in this section?	ê
	_

	//
Add:	

Bathroom	
# of bathrooms cleaned:	ê
☐ Bathtub & shower - scrub clean	ê
☐ Medicine cabinet - wipe inside & top	ê
☐ Mirrors & wall decor - clean all	ê
Shower door tracks - wipe clean & scrub if needed	ê
☐ Shower doors - remove all hard water stains then squeegee & wipe dry	ê
Sink & faucet - scrub clean including back splash	ê
Soilet - scrub & wipe clean inside, outside, top, base & behind	ê
Did you complete anything that is not included in this section?	<b>\$</b>
Add:	//

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Kitchen	
# of cabinets cleaned:	ê
# of drawers cleaned:	ê
☐ Cabinets - wipe clean / degrease tops of all cabinets	ê
Cabinets and drawers - Clean inside and outside of all	ê
☐ Dishwasher - wipe clean, outside, inside, and unload clean dishes	ê
Floors - vacuum brush under all cabinets and corners	ê
☐ Microwave - wipe clean, outside, inside, glass spinning tray	ê
Oven - deep clean inside and outside	ê
Oven - pull out and clean behind, under, sides, and all areas	ê
☐ Refridgerator & freezer - deep clean inside and outside, including rubber seal and bottom vent	ê
Refridgerator - pull out and clean behind, under, sides, and all areas	ê
Sink and faucet - scrub clean	ê
Stove hood - clean underneath if greasy or food spots	ê

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☐ Stove hood metal filters - clean with a degreaser if needed	ê
☐ Stove top - remove grates and knobs clean all including stove surface	ê
Did you complete anything that is not included in this section?  Add:	ê
Outside  Porches, patios and yards - sweep and/or hose down cement	ê
Did you complete anything that is not included in this section?  Add:	ê
Laundry Area	
☐ Laundry machines - wipe clean tops, sides, inside lid, and outsides	ê
Did you complete anything that is not included in this section?	ê

Add:

☐ Automatically attach to new jobs