



## **CLEANING INSTRUCTIONS**

### **KITCHEN:**

- Clean refrigerator, including shelves and freezer.
- Ensure cleanliness underneath and behind the refrigerator.
- Thoroughly clean inside all cupboards/drawers, under the sink, and baseboards.
- Wipe down exterior faces of cupboards, ensuring they are grease-free.
- Clean under burners, controls, rings, drip pans, grates, and stove top.
- Clean oven, ensuring all traces of oven cleaner are wiped away.
- Wipe down the front and sides of the range.
- Ensure the exhaust fan is clean and free of grease.
- Scour sinks and remove all stains.
- Clean disposal unit and ensure it is in working order.
- Sweep and mop the kitchen floor.
- Ensure the dishwasher is clean, empty, and in good working order.

### **LIVING ROOM, BEDROOMS, DINING, LOFTS, OFFICES, COMMON AREAS:**

- Arrange for carpets to be commercially cleaned (please consult the manager for our preferred company).
- Clean baseboards and remove any finger marks, dirt, or other marks from switches, doors and walls.
- Wash windows inside and out, dust sills, and clean window runners and tracks.
- Vacuum closets and dust the top shelf.
- Dust and wipe down all surfaces including HVAC return vents.

### **BATHROOM:**

- Scour and disinfect the toilet bowl.
- Clean the outside of the bowl, including the seat, rim, tank, and base.
- Scour bathtub to remove any rings, ensuring sides of the tub enclosure are clean and free of soap build-up.
- Scour sink and polish faucet; wipe down countertop and wash mirror.
- Dust and wipe clean interiors of cabinets and drawers; dust exterior of cabinets.
- Sweep and mop floors.
- Clean off/dust exhaust fans.

Copper Vine Property Management  
11859 N Pecos St Ste 200 Westminster, CO 80234  
303-750-7070  
Admin@coppervinepm.com



#### **OUTDOOR AREAS, STORAGE AREAS, PATIOS, GARAGES, AND CARPORTS:**

- Maintain outdoor areas neatly, including mowing, trimming, pruning, fertilizing, and removing weeds and debris.
- Remove any and all animal feces.
- Dispose of all trash and debris properly.
- Ensure storage areas, patios, decks, garages, and carports are clean, empty, and swept.

#### **WINDOW COVERINGS:**

- Do NOT wash draperies unless necessary (e.g., excessive soil or water damage).
- Wipe off/clean all blinds using mild solutions; avoid harsh chemicals.
- Clean all windows inside and out, including sills and tracks.

#### **PEST CONTROL:**

- If a property is found loaded with ants, spiders, cobwebs, rodents, etc., you will incur additional charges to remedy the situation.

If you have any questions or if there are items not addressed in these instructions, please contact your Property Manager for clarification.

**Thanks!**

**Copper Vine Property Management**