

GOVERNMENT DIRECTED (GC) MOVES - MINIMUM STANDARDS FOR CLEANING

(ALL PERSONAL ITEMS MUST BE REMOVED PRIOR TO THE FINAL INSPECTION)

WALLS & CEILINGS: Remove nails, screws, anchors inserts, stickers, contact / wall papers, borders, adhesive residues And any dark markings. Holes that are the size of a quarter or larger must be filled. All painted/stenciled areas must be Restored back to the original color. **MOLD MUST BE REMOVED.**

CABINETS, DRAWERS, COUNTERS, AND CLOSETS: Remove all personal items. (Check behind drawers). Remove all shelf paper, contact paper, tape, adhesive residue, markings and child safety locks. Wipe down as needed. Dust-off-louvered-closet-doors-where applicable. **Leave all cabinets-and drawers open for the Final inspection.**

CARPETS/FLOORS: Vacuum all government carpets. Carpets with stains or odor must be steam cleaned. Sweep and mop floor as needed. Remove any adhesive residue from own carpet, area rugs etc. **Occupants will be held liable for any stains, odor or damages to carpet and floors. Pet owners must steam clean carpet. If odor remains after steam cleaning. Occupant will be charged for carpet replacement.**

APPLIANCES: **All appliances must be cleaned and in working order.** Sweep and clean behind appliances. Remove child locks.

Dishwasher: Remove all personal items.

Washer / Dryer: Clean lint strainers, remove all stains.

Refrigerator: Replace appliance bulb if applicable, and leave on lowest temperature setting.

Stove/Oven: Replace corroded stove drip bowls and appliance bulb if applicable.

Items not available at Self-Help must be replaced at occupant's expense. Failure to clean the appliances will also result in cleaning fees charged to the occupant.

LIGHT FIXTURES: All lights must be in working condition. Leave all lights on for Final Inspection.

KITCHEN EXHAUST FAN AND AIR CONDITIONER: Clean A/C filters if applicable, and replace filters if Unserviceable.

BATHROOMS: Remove all personal items from the medicine cabinet/vanity. Wipe down as needed. *For mold cleaning, spray a 1:10 (1 part bleach /10 parts water) solution on mold surface and wipe clean. Remove excessive dust from exhaust fan.

GOV'T FURNITURE: Interior and exterior of wooden furniture must be free of dust and debris. Mattresses/box springs, and sofas must be free of stains and pet hair/odor (for those with pets). A discrepancy report will be written for any damage to government furniture, which will then have to be cleared with the Family Housing Office upon the final inspection. For upholstery cleaning call the Self-Help Desk at Family Housing. 253-3528

BLINDS: The tenant will be responsible for the replacement costs of any damaged or stained blinds.

EXTERIOR WALLS: Remove nails, hooks, screws, and adhesive residue.

ALTERATIONS TO QUARTERS

STORAGE/SHED: Remove all personal items, nails, hooks, screws, and shelving. Sweep clean and remove any gas/oil spills.

TOWERS: Sweep out both balcony storage and hallway storage rooms.

BALCONY, PATIOS AND SIDEWALK: Sweep and clean soiled areas; ensure drains are free of debris. Sidewalks must be free of weeds in cracks and crevices.

TRASH RECEPTACLE AREA: Sweep trash receptacle area and wash out trash bins. Return empty trash bins to the unit before Final Inspection. **All trash and recycling be removed from trash receptacles and trash receptacle area for Final Inspection.** (DOES NOT APPLY TO TOWERS)

BULK TRASH AND HAZARDOUS ITEMS: Refer to Bulk Trash/Recycling Hand-out. For disposal guidance on all hazardous items, call your housing inspector.

YARD/GROUNDS/PARWNG: Remove excessive grease and oil stains from parking stalls. Apply cat litter or sand to spills; scrub to remove and dispose. (DOES NOT APPLY TO TOWERS)

KEYS: Have all keys ready for the Final Inspection to include any duplicate keys. **Call the Housing Office to obtain duplicate keys prior to the Final Inspection.**

Note: Once your Inspection is scheduled, advance notice to reschedule Final Inspection must be made 5 working days prior. Residents will be charged for any damages, replacement of government property, cleaning fees, or key replacements upon final inspection.

Sponsor Name/Signature: _____ Date: _____

Inspector Initials: _____ Date: _____