

BASE HOUSING CLEANING CHECKLIST

LEAVING BASE HOUSING

Please complete, **as a minimum**, the checklist below "prior" to your final move-out date. Start early so you won't be cleaning at the last minute.

▪ **Walls, Ceilings & Doors**

Remove all tape, tacks, borders and/or other items that were installed during occupancy. In most cases, nail holes do not need to be filled. Holes larger than a half dollar are considered damage and will need to be repaired. Smoke detectors, CO2 detectors and fire stops should all be in place at the time of final inspection.

▪ **Windows & Coverings**

Blinds and windows should be dusted and wiped clean, including glass doors and sliders. All windows should have screens and be in good condition.

▪ **Kitchen & Laundry**

All cabinets, counters, shelves, sinks and faucets must be cleaned and free of any caked on food, grease or other dirt-like substances.

▪ **Appliances**

Clean and remove grease, food, mildew and dust from the stove, hood, oven, oven racks, dishwasher, microwave, refrigerator and freezer.

▪ **Bathrooms**

All surfaces, including floors, countertops, mirrors, vanities, tubs and toilets should be wiped down and free of mildew, grime and soap scum buildup.

▪ **Trash & Recycling**

All trash and recycling should be removed from the interior and exterior of the home and disposed of properly. Please contact your Community Office or visit the Resident Portal for additional information on trash removal schedules or procedures.

▪ **Floors & Carpet**

Floors should be swept and carpets vacuumed.

▪ **Garage, Patios, Garbage can enclosures**

Sweep out garages, patios and can enclosures. Remove all personal items.

▪ **Home Exterior, Yard & Fences**

All personal items and trash should be removed and all exterior areas should be restored to the same condition it was received.

REMINDERS:

1. Any home improvements that occurred during the residency must be returned to original condition unless otherwise approved by the Community Manager (MAFB Homes).
2. Residents who received approval to paint must prime walls or repaint walls to an approved paint color provided by Community Manager (MAFB Homes).
3. Any housing/mailbox keys or remotes that were provided at move-in **are** required to be turned back in to MAFB Homes.