

CHARGE LIST

No one likes to move and find they are faced with surprise costs and no one likes to move into a new suite to find a place that is not clean. This guide was prepared to help you know what is required in the cleaning of your suite before vacating. We hope this will assist you to make the job of cleaning and fixing easier.

We have also listed the MINIMUM charges if the necessary work is not done, so that you know the kinds of costs you will be assessed for cleaning work. This list will also help you to know what you can save if you wish to do the work yourself.

This list does not include assessment for the cost of damages to your unit which may have occurred while you lived in the unit. If you follow this checklist the costs of cleaning will be reduced and the co-operative will also have a happier new member.

If you do not understand any of the following directions please contact the Maintenance Committee for assistance and clarification.

Thanks for your help.

| Item | Description |
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| Door Hardware | Tighten all screws in the door handles. Adjust and tighten strike plates for easy opening and closing. Wipe down knob and handles with damp cloth. Clean hinges and weather stripping. |
| Carpets | Must be steam cleaned within 14 days prior to move out. |
| Curtains | Must be washed in cold water – 30 days prior to move out. If assistance is needed call the Maintenance Committee. |
| Lighting Fixtures | Replace all burnt out bulbs inside and outside (balcony, patio, front door). Remove all fixtures and wash and replace. Wipe down dining room light fixture on top and inside and remove dust and grease. (Stairwell light fixtures are excluded from these requirements) |
| Walls | Wash with liquid, non-abrasive diluted cleanser ie: Spic and Span, Mr. Clean, or Pine Sol. Rinse with cold water on damp uncoloured sponge. |
| Walls | Pull out all nails and remove all wall anchors. Patch trowel with drywall mud or redi-mix drywall mud. Do not use spadic or poly-fil. Allow to dry. Sand. Repeat if necessary. Walls are to be painted with the paint designated by the co-op. |
| Woodwork (doors, door frames, window sills) | Wash with non-abrasive diluted cleanser on door, front and sides. Rinse with cool water using sponge. |
| Item | Description |
| Linoleum Floors | Wash with non-abrasive cleanser. Clean corners. Rinse. Pull appliances out from wall. Clean walls, cabinet sides and floor. Report any worn or missing silicone seals around all tile areas and |

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| | report all loose vinyl mouldings to the Maintenance Committee. Clean mouldings with non-abrasive cleanser and rinse. |
| Windows | Wash windows inside and all windows at ground level or on patio, with ammoniated window cleaner or an equivalent. Clean metal surfaces of all windows and sliding doors, sides, top and bottom. Use small brush for corners of hardware and wipe clean. |
| Switch and Outlet Plates | Tighten loose screws. Wipe down with a mild cleanser using a lightly dampened cloth. |
| Stove | Clean oven with oven cleaner. Remove heating elements and clean chrome rings and pan. Remove pan and clean stove surface below pan. |
| Stove | Clean stove sides and back with a non-abrasive liquid cleanser. When stove is pulled out, wash walls and sides of counter. The Maintenance Committee will assist you with pulling out the stove if necessary. |
| Stove | Clean and remove stains from oven rack and pan. Use oven cleaner if necessary on pan. Do not use abrasive cleaners. Clean bottom drawer and edges of oven door. |
| Stove | Clean upper surface and dial faces and knobs. Check and replace burnt out light bulbs. Check fuses and replace if broken by opening plate at top of stove. |
| Range Hood | Clean all metal surfaces with non-abrasive liquid cleaner. Check fan. Report any problems with controls. Remove filter. Soak and clean filter and then replace. Clean area behind filter before re-installing. Replace burnt out light bulbs. Clean and replace plastic cover. |
| Fridge | Clean top and sides with non-abrasive liquid cleanser. Remove all racks and drawers and clean them in a detergent solution. Rinse. Clean inside surfaces and freezer with baking soda and rinse with a damp cloth. The Maintenance Committee will assist with pulling out the fridge if necessary. |
| Pull Out Fridge and Vacuum Back | Remove bottom drain pan and empty. Clean face and back of bottom pan grill and grill and metal grill surface within reach. |
| Fridge | Report broken seals of fridge barrier and any broken shelves, guides or shelf covers. Clean seals carefully with small brush (toothbrush) including inside of valleys. Rinse with cool water. Use baking soda for cleaning the seals. |
| Item | Description |
| Baseboard Heaters | Wipe down surfaces with non-abrasive liquid cleanser. Rinse metal surfaces with damp cloth. Check for and remove any foreign objects from the inside of the heaters. Check thermostat and turn it up to check that all heaters work. Report any defects to the Maintenance Committee. |
| Closets and Storage Areas | Remove marks from closet walls with non-abrasive liquid cleanser. Touch up with paint if necessary after following the procedure for "walls." Make sure tracks, clips and spring are working and |

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| | replace if needed. Tighten loose screws in shelving brackets. Remove if broken. Clean shelves with a damp sponge. |
| Cabinets and Vanity | Clean all sinks, countertop surfaces, shelves, doors and hardware with a non-abrasive liquid cleanser. Be sure to clean top of hung cabinets. Replace broken mouldings. Ensure that hinge screws and hardware are screwed in tightly. Report any water damage under the sink to the Maintenance Committee. Clean the medicine cabinet inside and out. Clean all bathroom mirrors. Rinse. Clean metal shelves. |
| Heating Lamp | If burnt out this bulb must be replaced. |
| Toilet and Bathtub | Clean and remove all stains with baking soda solution on top and inside of tub. Clean toilets with brush and detergent inside. Wipe down all surfaces, tank face, top and sides and outside of bowl to the floor. Check silicone seals around top and bottom of bathtub and the bottom plate round the toilet. Report any silicone damage. Check to see if fixtures are leaking. Report leaks to the Maintenance Committee. |
| Bathroom Tiles | Clean all tile surfaces with a non-abrasive liquid cleanser and clean all faucets and exposed pipes. Scrub grout with baking soda solution, with toothbrush. Report any grout damage to the Maintenance Committee. |
| Patios and Balconies | Sweep and clean. Remove any discarded items from these areas. Wash concrete floor pad with mild detergent and rinse well. Scrub stains with a coarse brush and stronger detergent solution. Rinse well. Clean light fixtures and replace burnt out bulbs. Contact the Maintenance Committee about the availability of the pressure washer. |
| Flower Beds | Weed and clean. |
| Smoke Detectors | Vacuum and test. Report any malfunction to the Maintenance Committee. |
| Parking Areas | Remove grease and oil spills. Put absorbent material ie: kitty litter on oil area and allow to absorb. Sweep and discard. |

Members are responsible for replacement costs at current market rates.