

FGH CHECK OUT CLEANING PROCEDURE

1. Room must be returned to original configuration.
2. Dust and wash off the front window ledge.
3. Wash and take off scuff marks from desk tops and drawers.
4. Wash mattress and bed frame (includes under mattress) and bed drawers.
5. Dust and wipe book case front vanities on both the inside and outside of the drawers.
6. Wipe and polish mirrors - remove any stickers.
7. Wash the inside and outside of the garbage can.
8. Wipe and clean closet and the inside & outside of door.
9. Be sure to vacuum the entire room including under the bed and the heat register.
10. Check to be sure that walls are free from marks and dirt and spot wash walls
11. Make sure that all items are off the ceiling and light shades are clean.
12. Remove all staples and tacks from bulletin boards.
13. Wash and remove all marks from the chairs.
14. Wipe the white board above the window and ledge.
15. Wash all of the base boards.
16. Wipe the cubby above the closet and ledge.
17. Wipe under the bottom of the drawer of the vanity..
18. Wipe the door the door frame and the end of the door.
19. Wipe the wall desk lights.
20. Wipe down the heat registers.
21. Wipe down your chair and make sure that it is pink (beige chairs belong in sunrooms).

MINIMUM CLEANING CHARGE \$20 OR \$40/HOUR.

ROOM MUST BE IN THE SAME CONDITION AS MOVE IN DAY.

IF YOU HAVE ANY QUESTIONS PLEASE SEE THE RESIDENCE FRONT OFFICE.