

FINAL INSPECTION checklist

INSIDE CLEANING

Light Fittings

- ✓ Ensure all globes are in working order – replace any that aren't.
- ✓ Wash all light fittings. If not removable, dust instead.
- ✓ Clean out any insect debris and remove all fly spots.

Walls

- ✓ Generally these need a light wash with warm soapy water to remove dust, spots and hand marks. Marks should be carefully removed so not to polish or remove the paint.
- ✓ Chips need to be patched, sanded and repainted to match the existing. Any painting or repairs need to be done to a tradesman like standard.

Curtains/Blinds

- ✓ All washable curtains need to be carefully cleaned, pressed and rehung.
- ✓ Window coverings that are unable to be washed must at least be vacuumed.
- ✓ Ensure all hooks are present and the curtains/blinds are hanging correctly.
- ✓ Blinds including tracks need to be wiped clean to ensure all dust, fly spots and marks are removed.
- ✓ Replace any broken or missing weights and replace any chains/wands that have come off.

Windows and Doors

- ✓ Ensure that all window frames are cleaned, including any rubber insulation to remove dust/mildew build up.
- ✓ Window tracks need to be vacuumed and then cleaned to remove insect debris.
- ✓ Glass needs to be cleaned, with no water spots or dust left behind, both internally and externally, including behind the screens (most moving windows will pop out to be cleaned).
- ✓ Security screens and fly mesh must be cleaned to remove all dust, dirt and insects etc.

Floors

- ✓ Carpets must be professionally steam cleaned by a reputable company, with the receipt supplied.
- ✓ Vinyl and tiles, including grouting must be washed and left without any markings or scuffs.
- ✓ Tops of skirting boards and tiles must be vacuumed and then cleaned with a cloth to remove all dust.

- ✓ Kick panels around the kitchen cabinetry and bathroom cabinetry also needs to be cleaned.

Woodwork

- ✓ All wooden trims and frames are to be vacuumed to remove dust, and then wiped clean to remove all spots and finger marks etc. This includes along the top of window frames and door frames.
- ✓ Moulded alcove doors, frames and skirtings also need to be wiped and cleaned in and around the sculpted areas.

Stove

- ✓ Hot plates including their surrounds, rims, spill trays must be thoroughly cleaned and if stainless steel, this should be polished with something non-abrasive.
- ✓ Oven must be cleaned, including any trays and racks to remove all burnt on grease and food remnants.
- ✓ Stainless front/frame should be polished with something non-abrasive.
- ✓ If the oven is freestanding, it should be pulled out so the surrounding floor and walls can also be cleaned.
- ✓ Rangehood or extractor must be cleaned thoroughly, including filters to remove all grease build up (most filters are removable for cleaning purposes).

Cupboards and Drawers

- ✓ Shelving needs to be cleaned, both interior and exterior, and along edges.
- ✓ Cupboard fronts and drawers, internally and externally, need to be cleaned and left with no scuffs or smears, including edges.
- ✓ All handles and knobs need to be cleaned and intact.
- ✓ All cabinetry surrounds and must be cleaned, including along the top of the cupboards.

Benchtop

- ✓ Benches and splash backs are to be cleaned and clear of any grease or smears. All surfaces should be smear free with no remnants left behind.
- ✓ Wall tile grouting also to be cleaned and grease free.

Dishwasher

- ✓ If a dishwasher has been supplied, you will need to ensure that a cleaning aid has been used. This can be run through the dishwasher as a last thing to do and leave the container in the unit to show that you have done this. This ensures that the unit is clean and fresh with no mould growth. Racks and trays to be intact and cutlery basket present.

Exhaust Fans

- ✓ Covers to be removed where possible, washed and refitted. Filters to be washed and refitted.

Ceiling Fans

- ✓ Blades to be cleaned and free of dust along the blade top, bottom and edges.
- ✓ Light fittings within these are to be in working order and clean.

Air Conditioners

- ✓ Filters need to be removed and cleaned
- ✓ Split systems - these are under the front cover that lifts up. Do not place in water, simply vacuum.
- ✓ Exterior of the unit is to be washed and cleaned
- ✓ Reverse Cycle Ducted Air Condition - filter is in the ceiling of one room, this can be opened and cleaned again with a vacuum cleaner.
- ✓ All outlets to be cleaned.

Bathrooms

- ✓ Toilets, baths, basins and shower recesses are to be cleaned thoroughly including the shower screens. Do not use anything abrasive to clean the screen glass. If there is a soap dish, please ensure that this is cleaned as well.
- ✓ Wash behind the toilet and ensure that the tops of the tiles are dust free and clean.
- ✓ Make sure you look behind the door and remove all dust and any hair that may be hiding.
- ✓ Clean all drains and covers to remove any gunk, hair etc.
- ✓ Polish all silverware and ensure plugs are all present.

Light Switches and Power Points

- ✓ Ensure that all switches are wiped and clean from dust and dirt. This includes internet outlets, data points and television points. Clean the face plate and the edge of the switch.

HAVE YOU?

- Advised your agent of your new address and contact details?
- Returned all keys and remotes to the agent, including mailbox and padlock keys?
- Redirected your mail with the post office?
- Cancelled any magazine or newspaper subscriptions?
- Arranged for the electricity to be disconnected three days after the end date of your tenancy?
- Arranged for the gas to be disconnected?
- Arranged for the telephone and pay TV to be disconnected?



ADVISE THE FOLLOWING OF YOUR NEW ADDRESS:

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|--------------------|--------------------|--------------------|
| • Employer | • Superannuation | • Health Fund |
| • Doctor | • Friends & Family | • Neighbours |
| • Social Club | • Drivers License | • Insurance |
| • Bank | • School | • Car Registration |
| • Electoral Office | • Dentist | • Centrelink |

OUTSIDE CLEANING

Walls

- ✓ External bricks are to be hosed off if necessary to remove any dust and cobwebs. Ensure light fittings are clean and free of cobwebs. Globes should all be in working order.

Windows

- ✓ All exterior windows are to be cleaned including tracks, ledges, glass and screens.
- ✓ Window frames to be washed and cobwebs removed. Fly screen mesh must be repaired if it has been torn or has any holes.
- ✓ Eves/Soffit.
- ✓ Remove all cobwebs and dust.

Carport/Garage

- ✓ Degrease hardstand and driveway to remove oil stains
- ✓ Remove rubbish and cobwebs.
- ✓ Clean power outlets and light fittings. Replace any globes that are not working.
- ✓ Clean the roller door

Shed

- ✓ Remove rubbish, cobwebs and sweep the floor. Remove any padlocks that have been put on.

Patio

- ✓ Remove cobwebs and clean exterior light fittings and ceiling fan.
- ✓ Ensure all globes are in working order.
- ✓ Remove any stains from the patio floor, sweep the floor and remove any weeds from between the pavers.
- ✓ Remove any soot/dust/grease that may be present from using a BBQ.

Garden/Lawns

- ✓ Ensure all weeds and grass intrusion has been removed from the garden beds and the edges have tidied up. Mow and edge lawn. Any hoses, sprinklers and reticulation to be in good working order as per Entry Condition Report.
- ✓ All rubbish to be removed including smoke butts, grounds to be tidy overall.

Rubbish Bins

- ✓ Rubbish and recycling bins to be completely empty and cleaned out ready for the next person to use.

Mail Box

- ✓ Mail box to be cleaned of any dust and cobwebs, all junk mail removed and mailbox key to be returned.