

MOVE OUT/DUST CLEANING CHECKLIST

(INTERNAL INCLUSION LIST)

ENTRY /HALLWAY	LAUNDRY	
<ul style="list-style-type: none"> <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Clean and dust lighting, switches and fixtures <input type="checkbox"/> Vacuum and mop entryways and other hard surface floors <input type="checkbox"/> Dust and remove cobwebs <input type="checkbox"/> Wipe down inside and outside of doors 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum and mop floor <input type="checkbox"/> Clean windows (internal), sills and tracks <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Clean and dust lighting, switches and fixtures <input type="checkbox"/> Dust and remove cobwebs <input type="checkbox"/> Clean sink and cupboards <input type="checkbox"/> Wipe all counters 	
KITCHEN	BATHROOMS /TOILETS	
<ul style="list-style-type: none"> <input type="checkbox"/> Clean cabinets, cupboards, drawers and doors inside and outside <input type="checkbox"/> Clean oven outside, cook top, grills and range hood (including filter) <input type="checkbox"/> Clean dishwasher (internal, including filter) <input type="checkbox"/> Clean and shine sink and taps <input type="checkbox"/> Vacuum and mop floor <input type="checkbox"/> Clean windows (internal), skills and tracks <input type="checkbox"/> Dust and remove cobwebs <input type="checkbox"/> Clean and dust lighting, switches and fixtures <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Damp wipe all kitchen bench tops 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum and mop floors <input type="checkbox"/> Clean and descale shower screen and tiles <input type="checkbox"/> Clean exhaust fans <input type="checkbox"/> Clean bathroom sinks and bathtub <input type="checkbox"/> Clean the toilet inside and outside <input type="checkbox"/> Clean mirrors and wipe all counters <input type="checkbox"/> Clean windows (internal), sills and tracks <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Clean and dust lighting, switches and fixtures 	
BEDROOMS	LOUNGE / DINING ROOM	
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum carpets <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Clean and dust lighting, switches & fixtures <input type="checkbox"/> Dust and remove cobwebs <input type="checkbox"/> Clean windows (internal), sills and tracks <input type="checkbox"/> Spot clean walls <input type="checkbox"/> Dust and clean fans <input type="checkbox"/> Clean inside cupboards and built in wardrobes 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean windows (internal), sills and tracks <input type="checkbox"/> Clean air conditioning unit filters (where removable) <input type="checkbox"/> Wipe down skirting boards <input type="checkbox"/> Clean and dust lighting, switches and fixtures <input type="checkbox"/> Dust and remove cobwebs <input type="checkbox"/> Vacuum and mop floor <input type="checkbox"/> Dust and clean fans <input type="checkbox"/> Spot clean walls 	
OTHER AREAS “Extras”	OPTIONAL EXTRAS	
<ul style="list-style-type: none"> <input type="checkbox"/> Garage – Vacuum / Sweep Out; clean and dust light and power points <input type="checkbox"/> Front Door Area – Sweep <input type="checkbox"/> Balcony or verandah: area cleared of spider webs/dust. Floors swept and cleaned with damp mop. 	<ul style="list-style-type: none"> • Inside the fridge • Inside window • Outside window • Carpet Shampoo (Depending on the services location) • Carpet Step Wash 	<ul style="list-style-type: none"> • Garage clean • Laundry area clean • Range hood filter Inside • Ceiling fly poo • Wall wipes
For more information, contact the HSH CLEANING on 020 4185 7162 (NZ)	Be sure to check your Lease for any special requirements	

Important Notes Regarding Our General Dusting

Review your Lease Agreement

Each Real Estate Agency and Property Manager may have different requirements of their tenants. We encourage you to check your lease agreement for any special requirements and advise us as soon as possible so that we can include these with your service. If we are not aware of these prior to the service they are not covered in our guarantee.

What Is Excluded From Our Cleaning Service

The following services are excluded from our bond cleaning service (internal). If the item can be added by request this is noted:

WHAT'S NOT COVERED	
<ul style="list-style-type: none">• Removal of stickers or removable hooks• Removal or shifting of furniture• Ceiling cleaning• Blind• External cleaning (e.g. balcony, external windows, patios)• Baby/child safety latch/lock removal• Rubbish bin cleaning• External window cleaning• Any cleaning that would result in damage	<ul style="list-style-type: none">• Blind cleaning (can be added)• Full wall washing - small spot cleaning is completed in most areas as part of our standard clean. (can be added)• Intensive garage cleaning - we will vacuum / sweep; and clean light switches & power points as part of our standard clean• Garage wall cleaning• Garage floor/wall oil stain removal

Tile & Grout Cleaning

Although our cleaners will manually scrub tiled areas as part of a bond clean we do not specialize in tile and grout cleaning, thus a professional tile and grout clean may be warranted dependent on the condition of your tiles and or grout which is a service separate to that of our bond clean.

Nicotine/Smoke/Cigarette Smoke Damage: Cleaning of nicotine and staining from smoke or smoking is not covered as part of our rectification guarantee. It is generally accepted that staining will remain even following intensive cleaning.

Carpet Shampoo Stains: Our Carpet shampoo services do not include Stain removal services. During Carpet cleaning, the technician will assess the stains and will quote you extra to remove the stains. We do not guarantee 100% on a stain removal process. Sometimes stains can fade upto 80%.

Our Clean Guarantee Details: We guarantee our service by correcting any issues identified by your real estate agent regarding our internal bond clean, free of charge. Issues must be advised to us within three days of the completion of your service. Our guarantee covers those items cleaned as part of your service. Where issues identified are related to matters that did not form part of the original service, we are happy to return to your property to provide additional support at our usual bond service rates.

Initial Inspection upon Arrival: When our cleaners first arrive at your property they will perform a walk around (with you if you are present) in order to review the service against the quote provided. Should any changes be required (e.g. additional time is required), we will contact you immediately and before any work is performed.

Important Note: If there are any stains or marks that does not go away by wiping it, then we cannot guarantee or held responsible for not being removed through out our cleaning.