

## CLEANING REQUIREMENTS FOR VACATING HOME

The Resident is responsible for leaving the home in original move-in condition, except for normal wear and tear, in a broom-clean condition and free of any trash or personal items. Broom clean condition means that the home is clean throughout – all surfaces wiped down and all flooring has been swept or vacuumed prior to the move-out inspection. The following outlines the cleaning requirements:

1. Stove/Range and Hood: Remove burned/crusted-on food and grease from accessible surfaces, drip pan, oven rack inside oven, exhaust fan and filters, and range hood. Do not disassemble the range or hood.
2. Refrigerator: Wipe down inside and outside to remove grease and food particles; accordion folds on seal must be free of food particles, mildew and other debris; refrigerator shall be left on the lowest setting with door closed.
3. Garbage Disposal: Remove residue at the rim in the sink.
4. Dishwasher: Remove any food particles, soap residue, and grease on both interior and exterior surfaces. Do not disassemble.
5. Cabinets, Walls and Other Interior Wood Trim: Wipe down and remove grease and debris.
6. Sinks: Remove Food particles, grease, soap residue and any removable stains.
7. Lavatories, Commodes, Showers, Bathtubs, Glass Enclosures and Medicine Cabinets: Use non-abrasive cleaner to remove soap residue and mildew. Clean removable stains from walls. Wet mop the floors.
8. Walls, Ceilings, Woodwork and Doors: Clean only those walls that are accessible. Spot clean to remove food, pencil and crayon marks, cobwebs, removable stains, grime and excessive dirt. Carefully remove nails and hangars placed by resident.
9. Light Fixtures, Venetian Blinds/Shades: Clean and dust.
10. Ventilation, Air Vents/Grills: Wipe down or vacuum to remove dust.
11. Floors and Installed Carpeting: Sweep, damp mop and/or vacuum.
12. Carport, Garages, Porches, Storage Rooms, Patios and Walls: Remove dirt, cobwebs, etc. from exterior doors, walls and ceilings. Remove excessive oil and grease from concrete paved areas.
13. Grounds: Mow, edge, and trim fenced in yards. Any areas damaged by pets, garden plots, storage sheds, etc. must be restored.
14. Garbage Containers: Trash receptacles must be empty and cleaned.
15. Windows: Residents are not required to clean outside windows.
16. Door glass needs to be cleaned inside and outside.

Any work not completed by the Resident will have to be completed by the maintenance staff or a contractor and will be charged back to the Resident. A damage cost estimate sheet, outlining the standard costs to clean or repair homes left dirty or damaged beyond normal wear and tear is attached to these Resident Guidelines as Attachment 2, and is also maintained in SCOTT FAMILY HOUSING management offices.

Repairs to the home, or repair and/or replacement of equipment provided by SCOTT FAMILY HOUSING, due to normal wear and tear will be at SCOTT FAMILY HOUSING's expense. The cost of repairs and/or replacements, resulting from damages caused by Resident in excess of normal wear and tear, will be the responsibility of the Resident. A damage cost sheet is attached to these Resident Guidelines as Attachment 2, and can also be obtained from the neighborhood management office.

## DAMAGE AND CLEANING CHARGES AT MOVE-OUT

Any and all damages and replacements will be charged to the resident at the actual replacement and contractor estimated costs. Labor costs can be charged at a rate of \$30 per hour or contractor estimate.

### A. EXTERIOR – LAWN, GARAGE, PATIO, OUTSIDE STORAGE ROOM, TRASH REMOVAL

Trash Removal .....	\$25.00 per bag/includes labor
Mow Yard .....	\$150.00/ or contractor estimate
Turf Restoration .....	contractor estimate
Garage Door/Component Damage.....	contractor estimate
Furniture Removal .....	\$100.00 per piece/includes labor
Clean Garbage, Recycling, and/or Yard Waste Tote .....	\$50.00 per tote/includes labor

### B. KEYS & LOCKS - must be returned at final move out

Garage Door Opener .....	\$75.00 per opener/includes labor
Garage T-lock Handle.....	\$40.00 includes labor
Door Key.....	\$25.00 per key/includes labor
Mailbox Key .....	\$25.00 per key/includes labor
Lock Replacement .....	\$65.00 per lock/includes labor
After-hour Lock Replacement .....	\$70.00 per lock/incudes labor

### C. CLEANING SERVICES

Full Home Clean by Community – below prices include labor, or if home warrants contractor estimate

#### **Patriots Landing**

2 bedroom .....	\$225.00
3 bedroom .....	\$305.00
4 bedroom .....	\$395.00
4 bedroom (Super 4) .....	\$455.00
4 bedroom (New Construction) .....	\$455.00

#### **Lincolns Landing**

3 bedroom .....	\$410.00
4 bedroom .....	\$455.00

#### **Shiloh East**

3 bedroom .....	\$305.00
4 bedroom .....	\$395.00

#### **Shiloh West**

3 bedroom .....	\$410.00
4 bedroom .....	\$455.00

#### **Georgian/Colonial Housing**

3 bedroom .....	\$425.00
4 bedroom .....	\$455.00

#### **GOQ's (Address Specific)**

163, 227, 229, 231, 200, 201 .....	contractor estimate
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**Individual Item Cleaning Cost** – includes labor.

*When individual cleaning cost exceeds full house clean cost, the full home clean cost will be charged.*

Oven .....	\$45.00
Stove (exception of XL44 under stove top) .....	\$25.00
Vent hood .....	\$10.00
Refrigerator .....	\$40.00
Freezer .....	\$20.00
Vinyl Floors .....	\$50.00 each room
Vacuuming or Sweeping .....	\$20.00 each room
Counters .....	\$10.00 ea.
Kitchen Cabinets .....	\$5.00 ea.
Light Fixtures .....	\$5.00 ea.
Dishwasher .....	\$20.00
Patio .....	\$75.00
Bathtub and Surrounding .....	\$30.00 ea.
Bathroom Sink .....	\$5.00 ea.
Toilet .....	\$15.00 ea.
Bath Cabinet .....	\$5.00 ea.
Mirrors .....	\$5.00 ea.
In Home Trash .....	\$25.00 per bag
Pet Waste removal .....	\$5.00 per pile
Pet Damage .....	contractor estimate

**D. REPLACEMENT ITEM COST**

Broken Window .....	contractor estimate
Satellite Dish Removal .....	\$75.00/includes labor
Window Screen .....	\$35.00 each/includes labor
Smoke or CO Detector .....	\$30.00 each/includes labor
Lincoln's Landing Gate Card .....	\$15.00/includes labor
Stove Drip Pans .....	\$25.00 set (4) /includes labor
Interior Door Replacement .....	\$150.00/includes labor
HVAC Unit Repairs/Replacement (17-yr life) .....	contractor estimate

**Blinds Replacement** – includes labor

23x36 .....	\$22.00
23X60 .....	\$29.00
29X60 .....	\$26.00
34X64 .....	\$28.00
35x64 .....	\$28.00
59X48 .....	\$27.00
59X64 .....	\$37.00
70X64 .....	\$45.00
71X64 .....	\$49.00

**Paint/Drywall Repairs – includes labor**

Drywall Repair.....	\$25.00 under 1 sq. ft.; \$150.00 over 1 sq.ft. \$15.00 per additional sq. ft.
Sealing of Wall .....	\$50.00 per wall/ceiling
Whole Unit Paint.....	contractor estimate
Smoke Damage & Odor Elimination.....	contractor estimate

**Flooring Charges – includes labor**

Carpet Stain Removal .....	\$25.00 per stain up to 3-inches <i>Not to exceed \$100 per room. When \$100 Max is exceeded in stain removal, carpet replacement will be prorated at resident cost</i>
Threshold Carpet Damage Repair.....	\$50.00 per doorway
Vinyl Floor Repair .....	\$50.00 per repair 1 sq. ft.
Vinyl Floor Replacement.....	contractor estimate
Sealing of Sub Floor .....	\$75.00 per room
Carpet Replacement (includes all urine damage) .....	Prorated Life of Carpet 7 years
Baseboards Replacements.....	\$35.00 1 <sup>st</sup> ft \$5.00 per additional 1 ft.

**2. REPLACEMENT CHARGES**

All replacement cost will be charged based on the cost of actual replacement or contractor estimate. Carpet is pro-rated based on seven (7) years, vinyl is pro-rated based on twelve (12) years, vinyl plank flooring pro-rated (15) years and HVAC Units prorated (17) years. Additional paint charges, carpet stains, resurface of tubs or countertops will be charged based on contractor estimates. Hourly rates listed do not include any additional cost for materials.

Any replacement/repair not on this list will be priced at the time of service. Prices are subject to change in accordance with the change procedure given in the section on Community Policies Enforcement. Excessive damage may alter above prices.

**NOTHING HEREIN WILL BE CONSTRUED AS A LIMITATION ON MANAGEMENT’S RIGHT TO PURSUE RESIDENT FOR DAMAGES NOT SPECIFICALLY LISTED HEREIN.**