

CLEANING TIPS

Notice 9 – Landlords' Association (S.A.) Inc.

Dear fellow landlords,

I give my tenants a copy of the following 'CLEANING TIPS' document as a guide to assist them present a property back to me in a clean condition, the condition that it was in when they took possession of it.

I also give my tenants another copy when I receive their notice of vacation thus preventing any misunderstandings as to my expectations during a final inspection.

I have found that it works well for me.

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CLEANING TIPS

The following list of products has been found to be most efficient. At first glance this list may seem to be quite extensive, however, you will not use up all of these products at your current tenancy and you will be able to continue to use them at your new tenancy.

The aim of this document is to assist you to make your final cleaning as easy as possible. **The premises needs to be as clean as when you moved in!**

ESSENTIAL ITEMS

CHUX SUPERWIPES

Make sure you only use the yellow ones. Other colours tend to leave a coloured tinge, particularly when wiping down walls. They are available in various sizes - always purchase the biggest size available (Giant 60 x 60). Two packs should be sufficient.

PAPER TOWEL

You may need four or five rolls of paper towelling as you progressively clean.

STEEL WOOL

One packet should suffice.

PLASTIC BUCKETS

Two large buckets are essential, particularly when washing down walls. It is also handy to have several ice-cream buckets available.

RUBBER GLOVES

The heavy duty type last longer. *The red ones with the longer sleeves can be an advantage.*

SPONGE-SCOURERS

The common 'rectangular shaped' sponge scourer is a necessity. The **EDCO MAGIC MESH SCRUBBER** is recommended for particular cleaning applications.

SCRUBBING BRUSH

A mid-size brush with a handle is the most practicable.

TOILET BRUSH

A good quality brush will last longer.

SQUEEGIE SPONGE MOP

These are more efficient than other mops on the market.

WINDOW CLEANING SQUEEGIE

This will cost about \$1.50 at the 'cheap shop' but will save a lot of time and 'smears' can be removed by using paper towelling.

PRODUCTS BEST SUITED TO PARTICULAR JOBS:

This section can also be used as a check list for your Final Inspection.

WALLS:

The test for dirty walls (nicotine etc) is to spray an area with Windex or Sugar soap to see if the grime dissolves into liquid form - if it does, the walls will need to be washed.

SUGAR SOAP (in liquid form) is the best product for this job. Mix 50/50 with warm water for the initial scrub, followed with fresh warm water. Use the **SUPER CHUX** for this job and work on an area of about one square metre at a time.

Walls around the cooking area may require an initial scrubbing with undiluted sugar soap to remove grease and food splatters. The **EDCO MAGIC MESH SCRUBBER** is ideal for this area.

DOORS, ARCHITRAVES, WINDOW SILLS and SKIRTING BOARDS:

Undiluted **SUGAR SOAP** is generally sufficient for this task, particularly around light switches and power points. As these areas are generally gloss paint, you may find the **EDCO MAGIC MESH SCRUBBER** is more efficient than super chux.

LAMINEX TOPS, CERAMIC HAND BASINS, BATHS:

Use **JIFF CREAM** or **MR MUSCLE**.

KITCHEN SINK and other STAINLESS STEEL:

AJAX POWDER with **STEEL WOOL** is the quickest way to scrub up these surfaces.

KITCHEN WALL TILES and BATHROOM TILES:

MR MUSCLE will generally suffice.

TILES IN THE SHOWER RECESS (including floor):

If the shower area is reasonably clean, **EXIT MOULD** will generally be sufficient to remove mould and light scum. If there is a build up of scum on the tiles, use **EASY OFF BAM** (follow the instructions on the bottle). *Avoid breathing in either of these products - make sure there is plenty of ventilation and use an electric fan where possible.*

FLOOR TILES IN BATHROOM:

HANDY ANDY (*follow the instructions on the bottle*) used in conjunction with squeegee sponge mop.

VINYL FLOORS:

HANDY ANDY (*follow the instructions on the bottle*) used in conjunction with the squeegee sponge mop.

STOVE TOP:

MR MUSCLE should remove most grime and grease. Follow up with **JIFF CREAM** and scrub with an **EDCO MAGIC MESH SCRUBBER** if required.

OVEN and GRILL AREA:

EASY OFF OVEN CLEANING SPRAY (aerosol pressure pack) is the best grease remover for this unpleasant task. Follow the instructions on the can. *Avoid breathing in this product - make sure there is plenty of ventilation and use an electric fan where possible. Rubber gloves are essential.* Use paper towelling to wipe the grease when it has loosened up. It may be necessary to re-spray several times to remove stubborn grease.

WARNING: *Extreme care must be taken when wiping around the oven thermostat - damage to this component may require replacement of the stove at your cost.*

OVEN TRAYS and WIRE RACKS:

It may save time to initially spray these items with **EASY OFF OVEN CLEANING SPRAY** if they are very greasy. Do this outside so there is plenty of ventilation. **STEEL WOOL** will assist in removing 'burnt on' grime and grease.

TOILET BOWL:

AJAX POWDER used in conjunction with a good toilet brush should remove most stains. Stubborn stains at the base of the bowl may be loosened up by soaking in a 'layer' of **AJAX POWDER** for several hours before rescrubbing.

WINDOWS:

Cheap window cleaning sprays are generally a waste of money. **WINDEX** does the job better than any other product. Uses in conjunction with the window squeegee and paper towelling, this job will be a breeze. *Don't forget both sides of the windows need to be cleaned - also the outside window sills.*

CARPETS:

Should the carpets require steam cleaning to leave them in a reasonable state of cleanliness and you wish to use the services of a carpet cleaner, contact me to make an arrangement re this cleaning; I may obtain a discount for you due to using the same cleaners on a regular basis.

CEILING FAN COVERS:

Do not remove these - I will clean them.

Any further cleaning that may be necessary will be claimed at the claimable rate set by the Residential Tenancies. If 'heavy' cleaning is required in temperatures above 30 degrees, the rate per hour will be increased. The cost of cleaning agents will also be added onto these costs. It is important to remember that any Court action will delay the refund of your bond monies.

Please note: The original inspection sheets together with any photographs taken at the commencement of your lease will be used as a guide at the final inspection of the property. The inspection will be conducted during daylight hours in conjunction with good 'light-bulb' illumination.

THE TEST: When you have finished cleaning the premises, will it be ready for the next tenant to move in as soon as you leave? If it was your premises and you rented it to me, would you accept it if I handed it back to you in a dirty unsatisfactory condition?

SUGGESTED SHOPPING LIST:

SUPER CHUX	SUGAR SOAP
PAPER TOWEL	JIFF CREAM
STEEL WOOL	MR MUSCLE
PLASTIC BUCKETS (2)	AJAX POWDER
RUBBER GLOVES	EXIT MOULD
SPONGE/SCOURERS	EASY-OFF BAM
EDCO MAGIC MESH	WINDEX
SCRUBBERS	SCRUBBING BRUSH
TOILET BRUSH	SQUEEGIE SPONGE MOP
WINDOW CLEANING SQUEEGIE	
HANDY ANDY FOR BATHROOM FLOORS	
HANDY ANDY FOR VINYL FLOORS	
EASY-OFF OVEN CLEANER (AEROSOL PRESSURE PACK)	