

## COLCHESTER PROPERTY MANAGEMENT

MARGARET SHIPLEE – CPMLETS

5 Peters Grove, Capel St Mary, Ipswich, Suffolk IP9 2XF

Telephone: 01473 311133 Mobile: 07592 034398

Email: margaret@cpmlets.co.uk Website: www.cpmlets.co.uk



### END OF TENANCY

I hope you have enjoyed your stay at the house, and now, as it's coming towards the end of the university year, I'm writing regarding some cleaning tips when you vacate the property.

The house should be cleaned thoroughly throughout in order for your deposit to be returned. New tenants expect a property to be spotless when they move in. **Cleaners starting charge, even for a few hours, is approximately £500 and in addition removing sacks of rubbish from £75 to £450**, and as I wish to return all your deposit (less any breakages or damage of course) I have listed a few pointers which hopefully will help.

Please tick boxes when cleaning is complete.

#### KITCHEN

- Cupboards and drawers** – remove all old foodstuffs, carrier bags, etc. and dispose of. Clean insides and out, but **do not** overwet. Don't forget to clean cornice and trims (across top and bottom of wall units)
- Work surfaces and wall tiles** – clean thoroughly to remove grease, etc.
- Cooker/hob, glass door and shelves** – before cleaning **switch off** electrical power. Also put plenty of newspaper on the floor. **(Very important: please use only products approved for the purpose – ovens, etc. are easily damaged using the wrong cleaners – please ask if you are not sure which products to use).** Don't forget the sides of / floor under the cooker, the adjacent units and the wall behind the cooker. **Please do not over-wet the oven**, especially the **oven door** as water & cleaner can leak between the 2 panes of glass in the door unless extreme care is taken.
- Cooker hoods** – Particularly fiddly. **Switch off** and open to carefully take out the cloth/paper filter. If you have been maintaining it – wash it again. Do not reinstate until dry. Don't forget to clean the top of it as well.
- Washing Machines/Washer Dryers** – clean front & and all (removable) detergent dispenser innards.
- Fridge and freezer** – empty; defrost and clean; switch power off and leave door open. Take out all removable trays etc & wash in soapy water. Don't forget to clean the seals (4 sides) front and sides.
- Sink and drainer** – clean thoroughly removing any limescale that has formed.
- Cutlery and crockery** – ensure all cutlery and crockery is thoroughly washed.
- Microwave** – switch off; clean inside and out; treat glass with respect.
- Floor** – clean thoroughly. Don't forget the plinth.
- Windows and sills** – clean inside.
- Dishwasher** – clean inside and out (if any).
- Bins** – clean inside and out.
- All other appliances including kettle, toaster** – clean exterior. Empty all burnt food remains from toaster.

#### BEDROOMS

- Vacuum **floor** (including under bed, etc) – beds and desks need moving to thoroughly clean the floor. Get someone to help lift the desk – Please **DO NOT** drag it. Please check that the Hoover bags are not full and that the filters are clean.
- Dust and clean all surfaces including inside of **drawers, cupboards and wardrobes. Plastic lampshades, light switches and waste bins**, etc may need the additional help of a dampish cloth.
- Clean inside of **windows** (using glass cleaner) and **sills** thoroughly.
- Using small soft brush attachment gently vacuum **ceilings** and **walls** especially wall/ceiling angle, tops of **skirting boards, door panels**, etc.

## LOUNGE/DINING AREA/LANDING & HALL AREAS

- Thoroughly vacuum **carpet** (including under **sofas** and **chairs**)
- Dust/clean all surfaces including **lamp shades**.
- Remove **cushions** from sofas/chairs and vacuum.
- Clean **windows** and **sills**.
- Using small soft brush attachment gently vacuum **ceilings** and **walls** especially wall/ceiling angle, tops of **skirting boards**, **door panels**, etc.

**BATHROOM/TOILET/SHOWER** – Showers are particularly tedious because of those crevices. Brushes help. NB: The grouting was white last summer. Make sure not to scratch the glass on shower doors (if any). Shower curtains can be washed (short spin). Never direct water on electric unit. **IMPORTANT: Never use abrasive scouring pads or chemicals on ceramic surfaces or taps – baths are easily damaged, especially by scouring chemicals – please use only products approved for the purpose (if in doubt, please ring). Toilet seats are a chore – but need cleaning.**

- Thoroughly descale, clean & disinfect the **toilet, inside & out** including the **toilet seat**.
- Clean **basin, bath** and **shower tray**.
- Mirrors** to be cleaned.
- Clean **tiled** areas, especially the **grouting** which should be white. If this has been not been cleaned for the past few months the grout may have turned black in some places and will require a great deal of cleaning to restore it back to its original white colour.
- Hoover/thoroughly clean **floor**.
- Clean **shower curtain**.
- Clean inside of **windows** and **sills**.

## CONSERVATORY (if any)

- Hoover/thoroughly clean **floor**.
- Wash **window glass** and **perspex** with suitable chemicals – please note that the perspex panels are easily damaged with abrasive chemicals.
- Wash the top **window slats** (if any) with warm, soapy water.

## FINAL CHECK OF ALL AREAS

- Don't forget the front and back doors.
- Completely remove all **food** and **rubbish** from the property. Nb: If more than **2 bags of rubbish** (must be bagged up and left in the appropriate place) remaining at the property they will need to be removed by contractors (**minimum charge is £75; several bags as much as £480**).
- Clean all **gloss-painted surfaces**, especially **window sills, skirting boards, doors**, etc.
- Make sure **all furniture** is back in original place.
- Please let me know of any **damage** or **breakages**.
- Leave the **gas, electric** and **water** supply connected and take **readings**.
- Please let me know who your **gas** and **electric suppliers** are and ensure the **final bill is sent to your home address**.
- Finally, one last cut of **lawn(s)** would be appreciated.
- Make sure that **personal possessions** are not left behind.
- Think ahead so that the bulk of your **rubbish** is taken by the council before you vacate the property.

**FINALLY:** Experience has shown that if some students leave the house before the others, that many of the tasks that have been completed can be undone which leaves an almost impossible task for the remaining few to complete a final clean. One solution is for everybody to carry out a final, joint clean and vacate the property on the same day. This eliminates the remaining 1/2 people being left to do a major clean of the kitchen and bathroom, hall, stairs, landing, etc. and finding it **TOO MUCH**, which leads to leaving without having done everything. This situation then requires a cleaner to be employed and paid for from the deposit. If you are unsure of anything, please ring.

Many thanks for your anticipated cooperation and as soon as I have carried out a house check with the inventory, I will be writing to you and hopefully enclosing a full deposit.

*Margaret*