**CLEANING SCOPE – General Cleaning**

**Rough clean**

1. Remove all debris
2. Remove all adhesive from interior glazing
3. Remove enough residue from all surfaces
4. Light scraping to remove paint, dry wall, and caulk
5. Clean interiorwindow & door frames
6. Clean urinals & doors in restrooms
7. Sweep all floors

**Final clean**

1. Clean interior & exterior of all cabinets
2. Clean all surfaces, including countertops, shelving, sills
3. Vacuum all carpeted areas
4. Sweep & wash all hard surface flooring
5. Clean all walls
6. Clean all mirrors and glass
7. Clean all electrical plates
8. Clean & Sanitize bathrooms
9. Clean all sinks, faucets, fixtures
10. Clean interior & exterior light fixtures
11. Clean HVAC grilles & diffusers
12. Prepare appliances for use- remove packaging, clean, set pamphlets in a drawer
13. Install window screens
14. Clean all railings
15. Clean interior windows

**Fluff/puff clean**

1. Remove any remaining debris
2. Dust all surfaces
3. Polish countertops & sinks
4. Wipe down baseboards
5. Vacuum carpet
6. Dust off fixtures
7. Clean all flooring