

PARSONAGE CLEANING CHECKLIST

CHURCH NAME: _____

RESIDENT NAME _____

PARSONAGE ADDRESS: _____

KITCHEN	MOVE IN	MOVE OUT	COMMENTS
Cabinets – empty & wipe down shelves			
Counter Tops – wipe down			
Drawers – empty & wipe down			
Clean Kitchen Sinks and Fixture			
Refrigerator – empty & clean			
Freezer – empty & clean			
Stove – wipe down stove & clean drip pans			
Oven – clean			
Stove hood – wipe down			
Floor – sweep carpet / mop hard surfaces			
Remove all trash			
BATHROOMS			
Toilet – clean bowl and wipe down outside			
Sink & Fixture – clean			
Cabinet & Counter Top – empty & wipe down			
Tub / Shower & Fixture - clean			
Medicine Cabinet – empty & wipe down inside			
Mirrors – clean			
Floors – sweep carpet / mop hard surfaces			
Remove all trash			
LIVING ROOM / DINING ROOM			
Closets – empty and wipe down shelves			
Floors – sweep carpet / mop hard surfaces			
Remove all trash			
BEDROOMS			
Closets – empty and wipe down shelves			
Floors – sweep carpet / mop hard surfaces			
Remove all trash			
OTHER LIVING AREAS			
Closets – empty and wipe down shelves			
Floors – sweep carpet / mop hard surfaces			
Remove all trash			
STORAGE AREAS			
Remove personal belongings, including unwanted items			
Remove all trash			

Cleaning Security Deposit of \$150.00 that was collected from resident at move-in will be returned upon satisfying cleaning conditions stated above.

TRUSTEE: Check off that move-in cleaning requirements have been met and give copy to new resident. After move-out inspection, send copy of the signed form to District Superintendent. Resident and church trustees should also keep copy.

RESIDENT: Check-off that move-out cleaning requirement has been met. Give to Trustee performing move-out inspection.

Resident Signature: _____ Date: _____ Trustee Signature: _____ Date: _____