

'Broom Clean' Checklist

GENERAL

- Floors swept, mopped, or vacuumed; carpets cleaned.
- Walls and baseboards free of marks; holes patched and painted.
- Light fixtures cleaned and bulbs replaced.
- Bathrooms cleaned, including fixtures, mirrors, and countertops.
- Kitchen (if applicable) cleaned, including sinks, and appliances.
- Windows cleaned inside and out (where able), including window sills and frames.
- HVAC system filters replaced and systems checked.
- Plumbing inspected for leaks or clogs, with all repairs made.

REPAIRS

- Repair or replace damaged flooring, walls, or fixtures.
- Ensure all doors, locks, and windows are in good working order.
- Address any modifications that affect the structural integrity or safety of the space.

WASTE DISPOSAL

- Dispose of all trash and debris.
- Dispose of hazardous materials, following local regulations.
- Common areas, such as lobbies and hallways, cleared of any tenant belongings or waste.

REMOVAL

- All tenant-installed fixtures, equipment, and signage removed.
- Customizations reverted, and space returned to its original condition.
- Personal property and trash removed, including storage areas and parking lots.

ACCESS

- Collect all keys, access cards, and fobs.
- Change codes or rekey locks as necessary for security.
- Ensure security systems are reset and fully functional.

DOCUMENTATION

- Conduct a final walk-through with the tenant, if possible
- Take before and after photos after the tenant leaves.

EXTERIOR

- Sidewalks, parking lots, and entryways swept and free of debris.
- Landscaping maintained according to lease terms, if applicable.
- Remove any added signage.