

Government Employee Housing

Tenant vacancy requirements



- **AIR CONDITIONERS** Remove, clean and replace filters. (Ducted N/A)
- **AIR VENTS** to be cleaned and clear of dust.
- **BATHROOM** wall tiles, bathroom cabinets, shower recess to be cleaned and grouting/silicone free of all soap residue and mould. Shower screen to be cleaned and streak free.
- **BLINDS** to be dusted and where necessary, cleaned.
- **CARPETS** to be vacuumed and free from all marks and stains. Carpets should be cleaned by a professional carpet cleaning company where stained or where pets have been kept inside or if deemed necessary by the key agent conducting the final inspection.
- **COBWEBS** to be removed throughout the premises (internally and externally).
- **CONCRETE** verandahs and garage floors to be swept and free from oil and grease stains.
- **CUPBOARDS** to be emptied and wiped out and cupboard doors cleaned and free from marks & grease.
- **DOORS** skirting and architraves to be dusted and washed where necessary.
- **DRAWERS kitchen and all others** to be emptied and wiped out and drawer fronts cleaned.
- **EXHAUST FANS** (kitchen, laundry and bathroom) protective covers to be removed and cleaned.
- **FLOORS** Vinyl/tiles to the wet areas laundry, bathroom and toilet to be swept/vacuumed and washed.
- **GARAGE/SHEDS** to be left empty and cleared of all personal possessions. Cobwebs removed, floors swept and free from oil and grease stains.
- **GARDEN** all garden areas to present a neat and tidy appearance with all debris and rubbish removed. Lawns to be mowed and edged, weeds removed; paths to be swept.
- **LAUNDRY** trough to be washed removing any stains or soap residue.
- **LIGHT FITTINGS** to be dusted and cleaned, and globes and tubes to be in working order.
- **MOBILE GARBAGE BINS** should be cleaned to eliminate odours and left empty
- **RANGEHOOD & FILTERS.** To be washed and cleaned free from grease.
- **SINKS Kitchen & bathroom** to be cleaned and free from mould and soap residue.
- **STOVE**, griller, drip trays, oven and burners/cooktop as well as the general body of the stove to be cleaned (and behind if possible/applicable).
- **UTILITIES** – Provider to be notified to cancel services (electricity, gas, phone/internet etc.)
- **WALLS** all marks to be removed.
- **WINDOWS and sills** to be cleaned streak free inside & out. Flyscreens to be free of dust and cobwebs.

FURNITURE SUPPLIED BY GOVERNMENT EMPLOYEE HOUSING (where applicable)

- **WASHING MACHINE & VACUUM CLEANER** to be cleaned. In the case of the vacuum cleaner, the dust bag/compartments is to be emptied or replaced.
- **REFRIGERATOR & FREEZER** to be emptied, defrosted and cleaned. Power switched off and door left ajar to prevent mould.
- **FURNITURE** upholstery to be left in good and clean condition.
- **CUPBOARDS, CHESTS, WARDROBES** to be left empty with shelves washed and face panels cleaned.