

Date: [Insert Date]

To: [Resident/Tenant Name]

From: [Property Manager/Landlord Name]

Subject: Spring Deep Cleaning and Maintenance Checklist

Dear [Resident Name],

As we transition into the spring season, we would like to provide you with a checklist to assist in the deep cleaning and preventative maintenance of your home. Taking these steps helps ensure a healthy living environment and keeps the property in excellent condition.

1. Interior Deep Cleaning

- Dust ceiling fans, light fixtures, and baseboards.
- Clean windows, tracks, and window screens.
- Vacuum behind and underneath large furniture and appliances.
- Deep clean carpets and rug areas.
- Wipe down the interior of kitchen cabinets and drawers.
- Clean and degrease the oven and stovetop.

2. Essential Maintenance

- Replace HVAC air filters.
- Test smoke detectors and carbon monoxide alarms; replace batteries if needed.
- Check for any leaks under sinks or around toilets.
- Clear debris from any outdoor patio or balcony drains.
- Clean the lint trap and vent area of the clothes dryer.

3. Reporting Issues

If you notice any maintenance issues during your spring cleaning that require professional repair (such as leaking faucets, cracked window seals, or electrical issues), please contact us at [Phone Number/Email] or submit a maintenance request via [Portal Name].

Thank you for your cooperation in maintaining a clean and safe home.

Sincerely,

[Your Name]

[Property Management/Company Name]