

# Apt. 2102

## Final Check-out

Listed below is a checklist of all items that need to be cleaned before checking out. For more information about what is required for each item, please refer to the Final Checkout - **Detailed Cleaning Instructions** attached here, available online or at the ParkView Office. All items must be cleaned even if there are vacancies in the apt. Divide up unassigned items between the tenants (write in name next to item).

### Job #1 - Laundry Room Bathroom / Left Washer & Dryer / Hallway / Stairs

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Walls, Switches, Outlets, Vent Covers (laundry bathroom)
- ☐ Floor (laundry bathroom)
- ☐ Baseboard & Trim (laundry bathroom)
- ☐ Toilet (laundry bathroom)
- ☐ Vanity (laundry bathroom)
- ☐ Vanity Light fixtures, Mirror (laundry bathroom)
- ☐ Washer (on left)
- ☐ Dryer (on left)
- ☐ Door (laundry bathroom)

### Job #2 Refrigerator Right / Microwave / Dishwasher

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Right Fridge
- ☐ Walls, Switches, Outlets, Vent Covers
- ☐ Baseboard & Trim
- ☐ Microwave
- ☐ Dishwasher
- ☐ Front Porch/Stairs/Stairwell, Front Door

### Job #3 Refrigerator Left / Floor / Table and Chairs

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Left Fridge
- ☐ Floor (kitchen)
- ☐ Counters, Table, Chairs
- ☐ Garbage & Surrounding Area (kitchen)

### Job #4 Oven / Kitchen window(s)

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Oven (both ovens)
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Window(s) & Blinds (kitchen)
- ☐ Hutch (on East kitchen wall)
- ☐ Floor (hallway)
- ☐ Baseboard & Trim (hallway)
- ☐ Closets/Cupboards/Drawers (hallway)

### Job #5 Bathroom

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Walls, Switches, Outlets, Vent Covers (bathroom)
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim (bathroom)
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Window(s) (bathroom)

### Job #6 Living Room / Kitchen Cabinets

Name: \_\_\_\_\_ Bedroom # \_\_\_\_\_ \*  
Moving out? \_\_\_\_\_ Bed (L or R) \_\_\_\_\_ Desk (L or R) \_\_\_\_\_ +  
Key returned? \_\_\_\_\_ Dresser (L or R) \_\_\_\_\_ Closet (L or R) \_\_\_\_\_

- ☐ Walls, Switches, Outlets, Vent Covers (living room)
- ☐ Floor - Vacuum. Use hose around edges (living room)
- ☐ Baseboard & Trim (living room)
- ☐ Light Fixture
- ☐ Couches
- ☐ TV and Cubby/Shelves
- ☐ Windows (living room)
- ☐ Closets/Cupboards/Drawers (living room)
- ☐ Cupboards, Cabinets and Drawers (Kitchen)

### Bedroom (& bed L or R)

1L	1R	2L	2R	3L	3R	Bedroom #	*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walls, Switches, Outlets, Vents	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baseboard & Trim	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk & Chair (if applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dresser	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bed Frame	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows (bedroom)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door, Door Trim	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light Fixture(s)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check Furniture Arrangement	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Walkthrough	

\* bedrooms are numbered clockwise starting from the front door

+ if applicable