

# Apt. 5101

## 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 - Living Room / Laundry Room

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 - Sweep and mop (living room)
- ☐ Baseboard & Trim
- ☐ Light Fixture
- ☐ Couches
- ☐ TV Walls (laundry)
- ☐ Floor (laundry)
- ☐ Washer
- ☐ Dryer
- ☐ Shelves/Cupboards, Dust-Collecting Surfaces (laundry)

### Job #2 Refrigerator / Microwave / Dishwasher / Bathroom

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

- ☐ Fridge
- ☐ Microwave
- ☐ Dishwasher
- ☐ Walls, Switches, Outlets, Vent Covers (bathroom)
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim (bathroom)
- ☐ Toilet
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Window (bathroom)

### Job #3 Kitchen Counters / Table and Chairs / Vanity

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

- ☐ Floor (kitchen)
- ☐ Walls, Switches, Outlets, Vent Covers (kitchen)
- ☐ Counters, Table, Chairs
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Pantry
- ☐ Front Porch Front Door
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror

### Job #4 Oven / Kitchen Cabinets / Kitchen Window

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

- ☐ Range (oven/stove)
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Baseboard & Trim (kitchen)
- ☐ Window & Blinds (kitchen)
- ☐ Cupboards, Cabinets and Drawers (Kitchen)

### Bedroom (& bed L or R)

- | 1L                       | 1R                       | 2L                       | 2R                       | Bedroom #                       | * |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|---|
| <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"/> | Floor                           |   |
| <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"/> | Closet                          |   |
| <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"/> | Dresser                         |   |
| <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"/> | Windows (bedroom)               |   |
| <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"/> | Light Fixture(s)                |   |
| <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"/> | Final Walkthrough               |   |

\* bedrooms are numbered clockwise starting from the front door

+ if applicable