

## Apt. 5103

### 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 Refrigerator / Microwave / Dishwasher / Porch

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

- ☐ Fridge
- ☐ Walls, Switches, Outlets, Vent Covers (kitchen)
- ☐ Baseboard & Trim (kitchen)
- ☐ Microwave
- ☐ Dishwasher
- ☐ Front Porch, Stairs, Front Door

#### Job #2 Kitchen / Laundry

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

- ☐ Floor (kitchen)
- ☐ Counters, Table, Chairs
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Washer
- ☐ Dryer
- ☐ Floor (laundry)
- ☐ Shelves, Dust-Collecting Surfaces (laundry)

#### Job #3 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 (oven/stove)
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Window(s) & Blinds (kitchen)
- ☐ Floor (hallway)
- ☐ Baseboard & Trim (hallway)

#### Job #4 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
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim Bathroom
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Windows (bathroom)

#### Job #5 Living 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
- ☐ Floor - Vacuum. Use hose around edges
- ☐ Baseboard & Trim
- ☐ Light Fixture
- ☐ Couches
- ☐ TV and Cubby/Shelves
- ☐ Window(s) (living room)
- ☐ Cupboards, Cabinets and Drawers (Kitchen)

#### Bedroom (& bed L R M)

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