

Apt. 7101

Final Check-out - 12 Jobs

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 - Bathroom 1 (upper)

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
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Window(s) (bathroom)

Job #2 Bathroom 2 (bottom left)

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
- ☐ Toilet
- ☐ Tub & Shower, Faucet
- ☐ Window (bathroom)

Job #3 Bathroom 3 (bottom right)

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
- ☐ Toilet
- ☐ Shower, Faucet

Job #4 Refrigerator Right / Kitchen Walls

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 (kitchen & dining room)
- ☐ Baseboard & Trim (kitchen & dining room)

Job #5 Refrigerator Left / Kitchen Floor / Sliding Glass Door

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 & dining room)
- ☐ Sliding Glass Door (dining room)

Job #6 Oven / Big Storage Closet

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

- ☐ Oven
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Furnace room (in private bedroom)
- ☐ Storage closet (in private bedroom)

Job #7 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 (living room)
- ☐ Floor - Vacuum. Use hose around edges (living room)
- ☐ Baseboard & Trim
- ☐ Light Fixture
- ☐ TV and Cubby/Shelves

Job #8 Kitchen Counters / Pantry

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

- ☐ Counters, Table, Chairs/Stools
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Pantry
- ☐ Window (kitchen)

Job #9 Laundry Area / Living Room Couches

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

- ☐ Closet (upstairs hall)
- ☐ Washer
- ☐ Dryer
- ☐ Floor (laundry/vanity room)
- ☐ Walls, Switches, Outlets, Vent Covers (laundry/vanity room)
- ☐ Baseboard & Trim (laundry/vanity room)
- ☐ Couches (living room)

Job #10 Kitchen Cabinets / Appliances

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

- ☐ Cupboards, Cabinets and Drawers (Kitchen)
- ☐ Microwave
- ☐ Dishwasher

Job #11 Basement Vanity / Basement Living Room

Name: _____ Bedroom # _____ *

Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +

Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

☐ Vanity (basement)

☐ Vanity Light fixtures, Mirror (basement)

☐ Living Room (basement)

☐ Walls, Switches, Outlets, Vent Covers (basement living room)

☐ Floor (basement living room)

☐ Baseboard & Trim (basement living room)

Job #12 Halls / Stairs / Front & Back Porch

Name: _____ Bedroom # _____ *

Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +

Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

☐ Hall (upstairs)

☐ Hall (downstairs)

☐ Stairs

☐ Closet (under stairs)

☐ Front Porch/Stairs/Stairwell, Front Door

☐ Back Porch

☐ Window & Blinds (living room)

Bedroom (& bed L R, or M) *

1L	1R	2L	2R	3L	3R	4	5L	5R	6L	6M	6R	Bedroom #	*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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 (upstairs first, then downstairs) + if applicable