

# Apt. 8101

## 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 - Bathroom 1 (front) / 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 (laundry room)
- ☐ Floor (laundry room)
- ☐ Baseboard & Trim (laundry room)
- ☐ Washer
- ☐ Dryer
- ☐ Shelves, Cupboards, Dust-Collecting Surfaces (laundry room)
- ☐ Walls, Switches, Outlets, Vent Covers (bathroom)
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim (bathroom)
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Window (bathroom)

### Job #2 Fridge Right / Kitchen Walls / Appliances / Front Porch

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

- ☐ Fridge (in dining room)
- ☐ Walls, Switches, Outlets, Vent Covers (kitchen & dining area)
- ☐ Baseboard & Trim (kitchen and dining area)
- ☐ Microwave
- ☐ Dishwasher
- ☐ Front Porch/Stairs/Stairwell, Front Door

### Job #3 Fridge Left / Floor / Counters / Table / Back Porch

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

- ☐ Fridge (in kitchen)
- ☐ Floor (kitchen and dining area)
- ☐ Counters, Table, Chairs, Desk Hutch (kitchen)
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Back Porch

### Job #4 Ovens/Stove / 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)
- ☐ Cooktop
- ☐ Cooktop Hood
- ☐ Window(s) & Blinds (kitchen)
- ☐ Floor (hallway)
- ☐ Baseboard & Trim (hallway)
- ☐ Closets/Cupboards/Drawers (hallway)

### Job #5 Bathroom 2 (back) / Back Door

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 (bathroom)
- ☐ Back Door (laundry room)

### 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, Drawers & Pantry (Kitchen)

### Bedroom (& bed L or R)

- 1L1R 2L 2R 3L3R Bedroom # \_\_\_\_\_ \*
- ☐ Walls, Switches, Outlets, Vents
  - ☐ Floor
  - ☐ Baseboard & Trim
  - ☐ Closet
  - ☐ Desk & Chair (if applicable)
  - ☐ Dresser
  - ☐ Bed Frame
  - ☐ Windows (bedroom)
  - ☐ Door, Door Trim
  - ☐ Light Fixture(s)
  - ☐ Check Furniture Arrangement
  - ☐ Final Walkthrough

\* bedrooms are numbered clockwise starting from the front door

+ if applicable