### Four Bedroom Final Clean Check and Check-out

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 Clean Check & Check-out Descriptions that was included in the Welcome Packet or is available online or at each Centre Square Office.

#### First Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washer &amp; Dryer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets (Both Hallways)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors (Front &amp; Hall Closets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallways (Closet, vents, floor)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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#### Second Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinets &amp; Drawers (Kitchen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island (Kitchen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pantry &amp; Door</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

#### Third Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishwasher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator (Left)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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#### Fourth Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator (Right)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Can (and wall behind)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops &amp; Backsplash (Kitchen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink &amp; Faucet (Kitchen)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

#### Fifth Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microwave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stove Top</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stove Top Vent Hood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oven Drawer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oven</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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#### Sixth Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathtub &amp; Shower (Bathroom – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showerhead (Bathroom – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet (Bathroom – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets &amp; Drawers (Bathroom &amp; Vanity – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirrors (Bathroom &amp; Vanity – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door (Bathroom – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops &amp; Sinks (Bathroom &amp; Vanity – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors &amp; Rubber Baseboards (Bathroom &amp; Vanity – Cabinet Side)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

#### Seventh Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathtub &amp; Shower (Bathroom – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showerhead (Bathroom – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet (Bathroom – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets &amp; Drawers (Bathroom &amp; Vanity – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirrors (Bathroom &amp; Vanity – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door (Bathroom – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops &amp; Sinks (Bathroom &amp; Vanity – Laundry Side)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors &amp; Rubber Baseboards (Bathroom &amp; Vanity – Laundry Side)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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#### Eighth Person Leaving

**Student Name:**

**Bedroom/Bed:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table, Chairs, &amp; Stools (Kitchen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Couches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Table, End Table &amp; TV Console</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window (Living Room)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor (Living Room)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor (Kitchen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Check-out (Whole Apartment)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the final walk through of the apartment, remove anything not labeled such as food in pantry, cupboards, fridge, freezer, and other items such as dishes, cleaning supplies, etc. Check oven, stovetop, bathtubs, and agitator in washer.

**Comments:**

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#### Bedroom/Bed: Bedroom should be back to the original arrangement.

All students are required to do the following for their own bedrooms:

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door (Bedroom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Frame</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closets, Headboard, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window (Bedroom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor (Bedroom)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### OFFICE USE ONLY (Key)

- **STUDENT checks when job is completed:**
  - Yes – Move in Ready
  - No – Needs Work

- **Employee:**
  - YES: Move in Ready
  - NO: Needs Work

- **Mark for YES – Move in Ready**
- **Mark for NO – Needs Work**

- **Mark**

- **Entering/Checking Out Completely/Transferring to Apt**

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3.28.19 Salmon