Apt:

Two Bedroom
Final Clean Check and 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 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:

☐ _____ Y N **Stove Top**
☐ _____ Y N **Stove Top Vent Hood**
☐ _____ Y N **Oven**
☐ _____ Y N **Oven Drawer**
☐ _____ Y N **Pantry**
☐ _____ Y N **Microwave**
☐ _____ Y N **Dishwasher**
☐ _____ Y N **Doors** *(Front, Pantry, & Hall Closet)*

Comments_____

Second Person Leaving

Student Name: $

Bedroom/Bed:

☐ _____ Y N **Refrigerator**
☐ _____ Y N **Cabinets & Drawers** *(Kitchen)*
☐ _____ Y N **Stools** *(Kitchen)*
☐ _____ Y N **Fire Extinguisher**
☐ _____ Y N **Garbage Can** *(and wall behind)*
☐ _____ Y N **Garbage Disposal**
☐ _____ Y N **Countertops & Backsplash** *(Kitchen)*
☐ _____ Y N **Sink & Faucet** *(Kitchen)*

Comments_____

Third Person Leaving

Student Name: $

Bedroom/Bed:

☐ _____ Y N **Bathtub & Shower**
☐ _____ Y N **Showerhead**
☐ _____ Y N **Toilet**
☐ _____ Y N **Cabinets & Drawers** *(Bathroom & Vanity)*
☐ _____ Y N **Mirrors** *(Bathroom & Vanity)*
☐ _____ Y N **Door** *(Bathroom)*
☐ _____ Y N **Countertops & Sink** *(Bathroom & Vanity)*
☐ _____ Y N **Floors & Rubber Baseboards** *(Bathroom & Vanity)*

Comments_____

Fourth Person Leaving

Student Name: $

Bedroom/Bed:

☐ _____ Y N **Couches**
☐ _____ Y N **Coffee Table, End Table & TV Console** *(Living Room)*
☐ _____ Y N **Window** *(Living Room)*
☐ _____ Y N **Floor** *(Living Room)*
☐ _____ Y N **Washer & Dryer**
☐ _____ Y N **Cabinets** *(Laundry)*
☐ _____ Y N **Hallway** *(Closet, vent, floor)*
☐ _____ Y N **Floor** *(Kitchen)*
☐ _____ Y N **Final Check-out** *(Whole Apartment)*

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, bathtub, and agitator in washer.

Comments_____

Bedroom/Bed:

Bedroom should be back to the original arrangement.
All students are required to do the following for their own bedrooms:

A1 A2 B1 B2	**Closet**	A1 A2 B1 B2
A1 A2 B1 B2	**Desk & Chair**	A1 A2 B1 B2
A1 A2 B1 B2	**Shelf Above Desk**	A1 A2 B1 B2
A1 A2 B1 B2	**Blinds**	A1 A2 B1 B2
A1 A2 B1 B2	**Window** *(Bedroom)*	A1 A2 B1 B2
A1 A2 B1 B2	**Bed Frame**	A1 A2 B1 B2
A1 A2 B1 B2	**Mattress**	A1 A2 B1 B2
A1 A2 B1 B2	**Doors** *(Bedroom)*	A1 A2 B1 B2
A1 A2 B1 B2	**Floor** *(Bedroom)*	A1 A2 B1 B2

Comments_____

OFFICE USE ONLY (Key)

☐ STUDENT checks when job is completed _____ Employee Initials
Y Yes – Move in Ready N No – Needs Work

A1 A2 B1 B2 C1 C2 LEFT: STUDENTS mark according to bed when job is completed.
A1 A2 B1 B2 C1 C2 RIGHT: Employee marks according to the following:
Mark ✓ for YES – Move in Ready
Mark X for NO – Needs Work

S C T Staying/Checking Out Completely/Transferring to Apt _____