Apt:

Three 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

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Student Name:

Bedroom/Bed:

- ☐ _____ Y N **Stools** *(Kitchen)*
- ☐ _____ Y N **Fire Extinguisher**
- ☐ _____ Y N **Bathtub & Shower** *(Hallway Bathroom)*
- ☐ _____ Y N **Showerhead** *(Hallway Bathroom)*
- ☐ _____ Y N **Toilet** *(Hallway Bathroom)*
- ☐ _____ Y N **Mirror** *(Hallway Bathroom)*
- ☐ _____ Y N **Countertop, Sink, & Cabinet** *(Hallway Bathroom)*
- ☐ _____ Y N **Doors** *(Bathrooms, Pantry, Front, & Hall Closet)*
- ☐ _____ Y N **Floor and Rubber Baseboards** *(Hallway Bathroom)*

Comments_____

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Second Person Leaving

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Student Name:

Bedroom/Bed:

- ☐ _____ Y N **Microwave**
- ☐ _____ Y N **Stove Top**
- ☐ _____ Y N **Stove Top Vent Hood**
- ☐ _____ Y N **Oven**
- ☐ _____ Y N **Oven Drawer**
- ☐ _____ Y N **Pantry**

Comments_____

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Third Person Leaving

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Student Name:

Bedroom/Bed:

- ☐ _____ Y N **Refrigerator** *(Left)*
- ☐ _____ Y N **Cabinets & Drawers** *(Kitchen)*

Comments_____

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Fourth Person Leaving

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Student Name:

Bedroom/Bed:

- ☐ _____ Y N **Refrigerator** *(Right)*
- ☐ _____ Y N **Garbage Can** *(and wall behind)*
- ☐ _____ Y N **Garbage Disposal**
- ☐ _____ Y N **Dishwasher**
- ☐ _____ Y N **Sink and Faucet** *(Kitchen)*
- ☐ _____ Y N **Countertops and Backsplash** *(Kitchen)*

Comments_____

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Fifth Person Leaving

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Student Name:

Bedroom/Bed:

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

Comments_____

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Sixth Person Leaving

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Student Name:

Bedroom/Bed:

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

- A1 A2 B1 B2 C1 C2 **Closet**
- A1 A2 B1 B2 C1 C2 **Desk & Chair**
- A1 A2 B1 B2 C1 C2 **Shelf Above Desk**
- A1 A2 B1 B2 C1 C2 **Blinds**
- A1 A2 B1 B2 C1 C2 **Window** *(Bedroom)*
- A1 A2 B1 B2 C1 C2 **Bed Frame**
- A1 A2 B1 B2 C1 C2 **Mattress**
- A1 A2 B1 B2 C1 C2 **Doors** *(Bedroom)*
- A1 A2 B1 B2 C1 C2 **Floor** *(Bedroom)*

A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2
A1 A2 B1 B2 C1 C2

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 ✗ for NO – Needs Work

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