Apt:

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:

☐ _____ Y N **Washer & Dryer**
☐ _____ Y N **Cabinets** *(Both Hallways)*
☐ _____ Y N **Doors** *(Front & Hall Closets)*
☐ _____ Y N **Hallways** *(Closet, vents, floor)*

Comments_____

Second Person Leaving
Student Name: $

Bedroom/Bed:

☐ _____ Y N **Cabinets & Drawers** *(Kitchen)*
☐ _____ Y N **Fire Extinguisher**
☐ _____ Y N **Island** *(Kitchen)*
☐ _____ Y N **Pantry & Door**

Comments_____

Third Person Leaving
Student Name: $

Bedroom/Bed:

☐ _____ Y N **Dishwasher**
☐ _____ Y N **Refrigerator** *(Left)*

Comments_____

Fourth Person Leaving
Student Name: $

Bedroom/Bed:

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

Comments_____

Fifth Person Leaving
Student Name: $

Bedroom/Bed:

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

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 ✗ for NO – Needs Work
S C T Staying/Checking Out Completely/Transferring to Apt _____

Sixth Person Leaving
Student Name: $

Bedroom/Bed:

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

Comments_____

Seventh Person Leaving
Student Name: $

Bedroom/Bed:

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

Comments_____

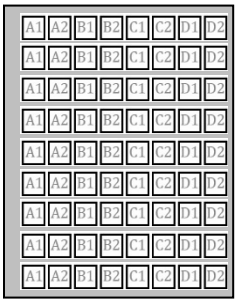
Eighth Person Leaving
Student Name: $

Bedroom/Bed:

☐ _____ Y N **Table, Chairs, & Stools** *(Kitchen)*
☐ _____ 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_____

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 D1 D2 **Closet**
A1 A2 B1 B2 C1 C2 D1 D2 **Desk & Chair**
A1 A2 B1 B2 C1 C2 D1 D2 **Shelf Above Desk**
A1 A2 B1 B2 C1 C2 D1 D2 **Blinds**
A1 A2 B1 B2 C1 C2 D1 D2 **Window** *(Bedroom)*
A1 A2 B1 B2 C1 C2 D1 D2 **Bed Frame**
A1 A2 B1 B2 C1 C2 D1 D2 **Mattress**
A1 A2 B1 B2 C1 C2 D1 D2 **Doors** *(Bedroom)*
A1 A2 B1 B2 C1 C2 D1 D2 **Floor** *(Bedroom)*