

Moving Out Checklist -

A. Main Room/Bedroom Area

- Remove all garbage
 - Wipe wastebasket and recycling bin
 - Wipe both sides of all doors
 - Remove all marks/scuffs from walls
 - Remove all tape, stickers from walls, furniture
 - Dust lamps
 - Dust windowsills, door frames, baseboards, heat register
 - Dust blinds
 - Vacuum all carpeted areas, including under bed and desk
 - Sweep, mop floor wipe the walls
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B. Furniture

- Easy chair
 - Bookcase
 - Desk
 - Desk drawer unit
 - Desk chair
 - Coffee table
 - Desk lamp
 - Floor lamp
 - Wastepaper basket
 - Recycling bin
 - Window blinds
 - Bed frame
 - Box spring
 - Mattress
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C. Bathroom Area

- Remove all garbage
 - Clean shower stall/bathtub
 - Clean toilet bowl/tank
 - Clean sink
 - Clean cupboards
 - Clean ceiling fan grille
 - Dust light fixture
 - Wipe both sides of door
 - Remove all marks/scuffs from walls
 - Wipe towel bars, hand rails, toilet roll holder
 - Clean mirror
 - Dust baseboards
 - Sweep, mop floor and wipe the walls
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D. Kitchen (for one bedroom)

- Remove all garbage
 - Clean stove, including drip trays and rings
 - Clean oven, including racks and broiler pan
 - Clean range hood
 - Remove all food from refrigerator and clean
 - Remove all food from cupboards and clean
 - Clean sink, countertop and backsplash
 - Remove all marks/scuffs from walls
 - Sweep, mop floor and wipe the walls
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E. Additional Items (for one bedroom)

- Couch
 - Kitchen chairs (2)
 - Kitchen table
 - End table
 - Pillow, pillow protector and pillow case (2 sets)
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Your Keys:

To complete your check-out, **lock your room** and return all your keys & fob to the Marine Drive Front Desk at 2205 Lower Mall, Building 3 (open 24 hours/day, 7 days/week).

Do not give your keyset to someone else to return on your behalf!!!