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

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
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

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

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!!!**