MOVE OUT CHECKLIST

Work with roommates to clean your room and shared spaces

*Note this is an interactive checklist and you do not need to turn it in

**BEDROOM**
- Vacuum carpets.
- Dust or wipe down furniture.
- Wipe down baseboards.
- Empty and wipe down desk drawers, dresser drawers, nightstand and closet.
- Put closet doors back on tracks.
- Return beds and furniture to move-in condition (reassemble if necessary).
- Wash windows and windowsill, remove mold.
- Check blinds and make sure rods and fixtures are attached.
- Remove all posters & stickers from walls, ceiling, doors, and furniture.
- Remove all tacks, hooks and nails.
- Put window screens back on (or in closet).
- Recycle or donate all unwanted items if possible; otherwise throw away.

**BATHROOM**
- Vacuum carpets area and clean flooring.
- Scrub vanity and sink.
- Empty and wipe down cabinets and drawers.
- Wash mirrors.
- Empty all trash from bathroom areas.
- Disinfect and scrub shower, tracks and shower door, remove all mold.
- Scrub all soap scum and mold from shower ceiling (bleach if necessary).
- Disinfect and scrub inside and outside of toilet and around the base.
- Sweep and scrub shower and toilet flooring and plastic molding.
- Remove all posters, tape and stickers from walls, ceiling and doors.
- Empty and wipe down storage closet.

**KITCHEN (IF APPLICABLE)**
- Scrub sink and counter top.
- Wash refrigerator and defrost freezer.
- Throw away all food in refrigerator. Donate non-perishable items that have not been opened.
- Scrub oven, range top, broiler pan drawer, and microwave.
- Wipe down cabinet and shelves.
- Sweep and scrub linoleum floor and plastic molding.
- Wash top of refrigerator and fan above stove.
- Clean out garbage disposal and dishwasher (remove food).
- Wipe down dining room table.
- Leave broiler pans in oven (apartments only).

**LIVING ROOM**
- Vacuum carpets.
- Dust and wipe down all furniture.
- Wipe down baseboards.
- Wash windows and windowsill.
- Wash sliding glass door, put screen back on track.
- Check drapes and blinds and make sure rods and fixtures are attached.
- Remove all posters, tape and stickers from walls, ceiling and doors.
- Remove all tacks, hooks and nails.
- Sweep and clean underneath the stairs (Zinfandel suites).
- Sweep and clean patios.

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