

UFLATS MOVE-OUT CHECKLIST

MOVE-OUT CHECKLIST

- Area Director has been contacted and a check-out inspection scheduled. All keys have been accounted for and are ready to be turned in to the Area Director.
- Address has been changed with providers of newspaper deliveries and other subscriptions, as well as with other places/people that have sent mail.
- Address has been changed in the UK student records database, if applicable.
- All personal items have been removed from the apartment.
- All walls have been cleaned and are free of grease, dirt, etc.
- All personal trash has been disposed of in the building compactors.
- All carpeted areas have been vacuumed, if applicable.
- All hard-surface floors have been swept and mopped.
- All University property that belongs in the apartment remains in the apartment.

KITCHEN CLEANING

- ALL items have been removed from cabinets and drawers, including shelf/drawer liners.
- Shelves and drawers have been cleaned.
- The outside of cabinets and drawers have been cleaned and are free of grease, dirt, etc.
- Countertops, sink, and faucet have been cleaned.
- All food has been removed from the refrigerator and freezer, and both have been cleaned.
- The stovetop and oven have been cleaned, including burners and drip pans (under burners).
- Lint has been removed from the dryer and the area around the washer/dryer is clean.

BATHROOM CLEANING

- The tub and/or shower, sink, and walls have been cleaned.
- The toilet has been cleaned inside and out.
- ALL items have been removed from cabinets and shelves, and are free of dirt, soap, etc.
- The mirror has been cleaned.

LIVING ROOM AND BEDROOM CLEANING

- All hard-top furniture has been dusted, including inside dressers.
- All other furniture has been wiped clean (check under mattress and sofa cushions).
- All closets have been cleared out.