

Boulder Brook Apartment Final Check-Out Inspection Check-Off Sheet

Instructions. The items indicated on this sheet must be accomplished prior to your final inspection. For your convenience, a space has been provided for your use to check off each item as you complete it.

	ITEM	ACTION	DONE
KITCHEN	<i>Cabinets</i>	Clean / Disinfect inside and outside of all cabinets. Wipe out all drawers. There should be no dust or food crumbs left on shelves or in drawers. Leave doors and drawers open for inspection.	
	<i>Counter Tops & Sink</i>	Clean / Disinfect all counters and sink. Remove all personal paper liners from drawers and shelves.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out, free of grease. Clean filter (can be run through dishwasher) completely and allow to dry. Replace bulb if burned out. Do not use oven cleaner on hood area as it will damage the enamel paint finish. Also, do not use oven cleaner on any aluminum parts, it will ruin the aluminum parts.	
	<i>Dishwasher</i>		
	<i>Range / Stove</i>	Carefully pull stove/range away from counters to clean the sides of the stove, sides or the cabinets and floor under the stove (owner will assist with moving stove). Care must be taken not to pull stove out too far or to damage the gas lines or floor (a piece of carpet or cardboard works well to protect floor). Remove and clean all top burner grills, drip-pans, grease traps, oven racks and broiler pans. Clean oven with recommended oven cleaner (oven cleaner should not be sprayed on burners knobs, dials, painted areas, aluminum or chrome parts of the stove). Scrub racks and broiler pans to remove remaining residue, food, dirt etc. Lift the range top and clean outside edges and around the under edges, removing all burned matter and grease.	
	<i>Refrigerator</i>	Clean all trays and racks in warm water and detergent. Clean all interior and exterior surfaces including top. Clean rubber door gasket to remove all food particles and mildew. Pull out drain pan and empty/clean. Please leave the refrigerator plugged in.	
	<i>Floors</i>	Floors must be swept, mopped and disinfected. There should be no dirt or scuff marks on the floor. Hardwood floor laminate should be damp mopped with a mild detergent solution. Clean baseboards.	
BATHROOM	<i>General</i>	All bathroom accessories and fixtures shall be cleaned and free of any soap deposits.	
	<i>Tubs, Tiles & Showers</i>	Clean shower surround. There should be no soap film, mildew, sediment and stains left in the tub or on the walls. Do not use an abrasive cleaner as it will damage fiberglass.	
	<i>Floors</i>	Floors must be swept, mopped and disinfected. There should be no dirt or scuff marks on the floor. Clean baseboards.	
	<i>Sinks, Mirrors & Counter Tops</i>	Clean out / Disinfect sink and counter tops. Mirrors should be clean, free of spots and streaks. Mirror frame shall be wiped clean.	

	ITEM	ACTION	DONE
BATHROOM (continued)	<i>Medicine Cabinet</i>	Clean and disinfect.	
	<i>Toilets</i>	Clean and disinfect entire commode including inside of tank.	
	<i>Storage Cabinets</i>	Clean and disinfect all bathroom storage cabinets inside and out including top.	
	<i>Washing Machine</i>	Clean washing machine inside and out. Clean washer tray thoroughly as well as on top of washer.	
	<i>Dryer / Dryer Vent</i>	Clean along the dryer door edges (inside and out). Clean filter in dryer. Owner will clean outside dryer vent.	
INTERIOR ROOMS	<i>Floors</i>	Sweep and mop all tiled floors. Floors should not have any dirt or marks on them. Hardwood floor laminate should be damp mopped with a mild detergent solution. Clean baseboards and all trim.	
	<i>Walls</i>	Remove all nails, picture hangers from walls. Do not remove plastic anchors from walls. Do not spackle or fill holes in the walls. Remove all marks, hand prints from walls. If the walls are excessively dirty beyond normal wear and tear the tenant will repaint entire room with matching color and type of paint. Thoroughly clean all electrical plate covers. Clean baseboards and all trim.	
	<i>Ceilings</i>	Remove cobwebs and remove dust out of corners	
	<i>Windows</i>	Clean all windows outside and inside including window troughs and window tracks.	
	<i>Doors</i>	Remove scotch tape, decals, nails, tacks, etc. Clean both sides, tops, and clean knobs.	
	<i>Light Fixtures</i>	Clean light fixtures and light covers. Replace any missing or burned out light bulbs.	
	<i>Smoke Detector</i>	Owner will inspect clean, test, and replace battery if needed.	
EXTERIOR	<i>Garbage Cans & Garbage</i>	Garbage cans must be washed out and trash removed from premises. Bags, boxes, and discarded items are not to be left in garage, carport or common areas.	
	<i>Porch, Deck</i>	Porch, Deck must be swept clean.	
OTHER	<i>Tenants with pets</i>	Tenants shall provide flea bomb to be set off prior to clean-up. Arrangement can be made with owner.	
	<i>Keys</i>	All keys must be passed in to the inspector at final inspection.	
	<i>Communicate</i>	Call attention to any repair work that had not been completed by the owner. If there is anything that does not work properly or you are not sure—please let the owner know.	