

## Room Inspection Checklist

### Apartments/Suite-Style Units

- \_\_\_ Furniture wiped down & placed in original position
- \_\_\_ Carpets vacuumed including edges of carpet
- \_\_\_ Baseboards dusted & wiped clean
- \_\_\_ Windows sills wiped clean \_\_\_
- \_\_\_ Tops of radiators wiped clean
- \_\_\_ Upholstered furniture vacuumed
- \_\_\_ Dresser & desk drawers empty and wiped
- \_\_\_ Mattress lifted, cleaned & dusted underneath (no bedding items left)
- \_\_\_ Closet empty & dusted or vacuumed
- \_\_\_ Check screen & clean windows on inside
- \_\_\_ All garbage removed to appropriate disposal area
- \_\_\_ Kitchen & bathroom floors washed
- \_\_\_ Kitchen cupboards & drawers emptied & wiped out
- \_\_\_ Fronts of cupboards wiped
- \_\_\_ Stovetop cleaned, including drip pans (all foil should be removed)
- \_\_\_ Oven cleaned with no traces of cleaner left
- \_\_\_ Fridge & microwave – inside & out & in working order
- \_\_\_ Bathroom sinks clean & fixtures free of buildup
- \_\_\_ Tub & shower cleaned & free of rings
- \_\_\_ Tiles clean (no mildew or scum)
- \_\_\_ Toilet clean (inside & out)
- \_\_\_ Bathroom cupboards empty and wiped out
- \_\_\_ Stove hood & hood fan cleaned & free of grease (both top & underneath)
- \_\_\_ Sink clean & free of build up
- \_\_\_ Stove & fridge pulled out to clean wall surrounding them & floor beneath
  
- check all personal items removed from the room
- turn off lights
- lock your bedroom when you leave
- Close and latch all windows
- Replace any moved furniture to its original position at move in

### Rooms in: Kananaskis & Rundle Halls

- \_\_\_ Furniture wiped down & placed in original position
- \_\_\_ Fridge clean & in working order
- \_\_\_ Carpets vacuumed
- \_\_\_ Baseboards wiped down & dusted
- \_\_\_ Windows sills wiped



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## Residence Services

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
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- \_\_\_\_ Tops of radiators wiped
- \_\_\_\_ Upholstered furniture vacuumed
- \_\_\_\_ Dresser & desk drawers empty & wiped
- \_\_\_\_ Mattress lifted & dusted underneath
- \_\_\_\_ Closet empty & dusted/vacuumed
- \_\_\_\_ Check screen & clean windows on inside
- \_\_\_\_ All garbage removed to designated disposal area
- \_\_\_\_ Bed mattress in good condition (no bedding items left)
- \_\_\_\_ All poster, tape, glow-in-dark stars etc.  
removed
- \_\_\_\_ Bulletin boards in good condition (no graffiti)
  
- check all personal items removed from the room
- turn off lights
- lock your bedroom when you leave
- Close and latch all windows
- Replace any moved furniture to its original position at move in