

Moving out inspection report - Emdrup

International Centre, AU

Address: _____ Date: _____

Tenant, name: _____ AU ID: _____

Description	OK	Cleaning company	Notes
Room, cleaning			
Vacuum and wash the floor			
Clean behind and under the bed			
Clean the skirting boards			
Clean the radiator, if any			
Clean the windows inside and outside including the frames			
Clean the door and door frame			
Clean the wardrobe, if any, inside and outside			
Clean all surfaces			
Remove garbage and personal items			
Other, cleaning			

Room, maintenance	OK	Repair	Notes
Floors			
Walls			
Windows			
Other			

Room, furniture	OK	Repair	Notes
Desk			
Desk lamp			
Office chair			
Wardrobe or similar			
Box mattress			
Matress pad (cover mattress)			
Ceiling lamp			
Curtains/blinds			
Bedroller			
Floor lamp			

Description	OK	Cleaning company	Notes
Bathroom			
Clean and descale the toilet			
Clean and descale the shower cubicle			
Clean and descale the fixtures			
Clean and descale the sink			
Wash the shelves			
Vacuum, wash and descale the floor			
Clean the skirting boards			
Clean the mirror			
Clean the radiator, if any			
Clean the window including the frames, if any			
Clean the door and door frame			
Kitchen			
Clean the oven, oven plates and grate			
Clean the hotplates			
Clean the range hood			
Clean the fridge			
Defrost and clean the freezer			
Clean and descale the sink			
Clean the inside of the drawers and cupboard			
Clean surface:			
Dining table			
Chairs			
Windowsill			
Kitchen table			
Skirting boards			
Top and side of all cupboards and fridge			
Wash the walls			
Remove cobwebs			
Empty the garbage bin and remove empty bottles			

General comments: _____

Tenant, signature _____

IC, employee _____

- Tenant isn't present during the inspection Info folder returned
 Key returned

Cleaning ordered, date: _____
 IC employee, initial: _____

Cleaning done, date: _____
 Name: _____