

# Moving out inspection report - room

International Centre, AU

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant, name: \_\_\_\_\_

AU ID: \_\_\_\_\_

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Item	Description	OK	Cleaning company	Notes
	<b>Room, cleaning</b>			
1	Vaccum and wash the floor			
2	Clean behind and under the bed			
3	Clean the skirting boards			
4	Clean the radiator, if any			
5	Clean the windows inside and outside including the frames			
6	Clean the door and door frame			
7	Clean the wardrobe, if any, inside and outside			
8	Clean all surfaces			
9	Remove garbage and personal items			
	<b>Other, cleaning</b>			

	Room, maintenance	OK	Repair	Payer	Notes
	Floors				
	Walls				
	Windows				
	Other				

	Room, furniture	OK	Repair	Payer	Notes
	Desk				
	Desk lamp				
	Office chair				
	Protection under the office chair				
	Wardrobe or similar				
	Box mattress				
	Matress pad (cover mattress)				
	Ceiling lamp				
	Curtains/blinds				

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: \_\_\_\_\_

# Moving out inspection – common areas

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant, AU ID and name:

\_\_\_\_\_

\_\_\_\_\_

Item	Description	OK	Cleaning company	Payer	Notes
<b>Bathroom</b>					
1	Clean and descale the toilet				
2	Clean and descale the shower cubicle				
3	Clean and descale the fixtures				
4	Clean and descale the sink				
5	Wash the shelves				
6	Vacuum, wash and descale the floor				
7	Clean the skirting boards				
8	Clean the mirror				
9	Clean the radiator, if any				
10	Clean the window including the frames				
11	Clean the door and door frame				
<b>Kitchen</b>					
23	Vacuum and wash the floor				
24	Clean the skirting boards				
25	Clean the oven, oven plates and grate				
26	Clean the hotplates				
27	Clean the range hood				
28	Clean the fridge				
29	Defrost and clean the freezer				
30	Clean and descale the sink				
31	Clean the inside of the drawers and cupboard				
32	Clean surface:				
33	Dining table				
34	Chairs				
35	Windowsill				
36	Kitchen table				
37	Skirting boards				
38	Top of all cupboards and fridge				
39	Wash the walls				
40	Remove cobwebs				
41	Clean the window including the frames				
42	Empty the garbage bin and remove empty bottles				
43	Clean the radiator, if any				
44	Clean the door and door frame				

Common areas (hall/corridor)					
45	Vacuum and wash the floor/stairs				
46	Clean the skirting boards				
47	Wash the surfaces/walls				
48	Remove cobwebs				
49	Clean the window including the frames, if any				
50	Clean the furniture(vacuum and/or wipe)				
51	Clean the doors and door frames				
52	Clean the radiator, if any				
Damages in common areas if any					

**General comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cleaning ordered, date: \_\_\_\_\_

IC employee, initial: \_\_\_\_\_

Cleaning done, date: \_\_\_\_\_

Name: \_\_\_\_\_