

## PRELIMINARY INSPECTION CHECK-OFF

*Instructions.* The items contained 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. Personnel assigned to UPH should contact their Housing Representative regarding items on this list that may need to be modified.

### Section I - General Information

Resident Name:	Pre-Check Out Inspection Date:	Check Out Inspection Date
----------------	--------------------------------	---------------------------

	Item	Action	Done
<b>KITCHEN AREA</b>	<i>Cabinets/ Drawers</i>	Clean all cabinets and drawers thoroughly, inside and out. Remove all personal paper liners from drawers and shelves.	
	<i>Counter Tops and Sink</i>	Remove all grease and sticky substances. Remove soap residue from sink. Polish all chrome fixtures with a scouring pad (or equal). Make sure garbage disposal does not have remains of food in it.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out. Hood should be completely free of grease. Filter may be soaked in bag of ammonia or sprayed with degreaser. Disconnect or turn off the power switch to the fan in order to clean fan blades. Replace bulb if burned out. Do not use oven cleaner on hood or any aluminum parts as it will damage the enamel paint finish and ruin the parts.	
	<i>Electric Range</i>	Carefully pull range away from wall and have pulled out at time of inspection. Clean sides and back of range, sides of cabinets and floor under range. Remove all top burner grills, drip-pans, oven racks and broiler pans. Cl Lift the range top and clean outside edges, top, underside and bottom, removing all burned matter and grease. <b>STOVE MUST BE COMPLETELY GREASE FREE.</b>	
	<i>Refrigerator</i>	Carefully move the refrigerator away from the wall to clean the exterior of the unit, including top, and floor below. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all interior surfaces, including rubber gasket, trays, and racks, removing all trapped food particles, spills or mildew. Pull out drain pan and empty/clean. Suggest baking soda be placed in refrigerator/ freezer. <b>LEAVE REFRIGERATOR PLUGGED IN AND ON SETTING #2.</b>	
	<i>Dishwasher (if furnished)</i>	Clean entire unit inside and out including rubber door gasket. Remove all food particles and soap residue. Remove plate from bottom of dishwasher, clean out, and replace.	
	<i>Microwave (if furnished)</i>	Thoroughly clean inside and outside of microwave to remove grease and stains.	
<b>BATHROOM(S)</b>	<i>Tubs, Tiles &amp; Showers</i>	Clean bathtub, tiles, and shower doors & tracks. No soap film, mildew, sediment or stains can be left in tub, on walls or shower doors. Do not use abrasive cleaner if you have a fiberglass tub. Polish all chrome fixtures with a SOS scouring pad (or equal).	
	<i>Sinks, Mirrors &amp; Counter Tops</i>	Polish all chrome fixtures with a SOS scouring pad (or equal). Clean out sink(s). There should be no stains or soap residue on counter top or in sink. Mirrors should be clean and spot free.	
	<i>Medicine Cabinet</i>	Clean and disinfect inside and outside frame. Remove shelves, wash and reinstall. Clean mirror front to remove all stains, water spots and streaks.	
	<i>Toilets</i>	Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Clean toilet seat, lid and underneath rim. Remove all additives from water.	

(Continued on Page 2)

	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>ALL INTERIOR ROOMS</b>	<i>Floors</i>	<b>Floor Tiles:</b> Remove all dirt, wax and scuff marks (strong TSP solution works good). Do not use excessive amount of water on floors. <b>DO NOT WAX.</b> Clean baseboards and all trim.	
	<i>Walls and Ceilings</i>	Walls and ceilings must be washed in preparation for painting. TSP or ammonia/water mixture is effective. Remove all grease and food splatters from kitchen walls. Remove all nails, picture hangers and hooks from walls. You will be advised whether or not to patch. Remove all marks, handprints and cobwebs from walls and ceilings. Thoroughly clean all electrical plate covers, baseboards and all trim.	
	<i>Doors/ Drawers/ Cabinets</i>	Clean all doors and door frames throughout unit. All grease, sticky substances and fingerprints must be removed from cabinets, drawers, doors and hand railings.	
	<i>Windows</i>	Wash windows, screens, mini-blinds, ledges. All windows should be free of streaks.	
	<i>Decals and Tape</i>	All decals, tape and sticky residue must be removed. Rubber decals in bathtubs must also be removed.	
	<i>Light Fixtures</i>	Remove, clean and re-install all light covers. Clean light fixtures to remove dust, dirt and marks. Replace any missing or burned out light bulbs. It is the responsibility of the resident to purchase light bulbs.	
	<i>Hot Water Heaters and Vents</i>	Clean hot water heater area. All vents must be dust free. Vent covers can be removed and run through the dishwasher. Clean outside dryer vent (if accessible). If dryers are furnished, clean along the edges and around the lids of both. Clean filter in dryer.	
	<i>Detectors</i>	Clean and test smoke and CO detectors. Replace batteries if needed.	
<b>EXTERIOR</b> (If applicable)	<i>Lawn/Garden Areas</i>	Lawns must be watered, mowed, weeded, edged and policed for paper or debris (including pet feces). Garden areas and flowerbeds must be cultivated and weeds removed. Cultivate and re-seed all bare areas and fill all holes. Pet damage to grounds is the responsibility of the resident. Trim all shrubs and bushes if required.	
	<i>Garbage Cans, Recycle Bins, &amp; Garbage</i>	Garbage cans and recycling bins must be cleaned, washed out with a disinfectant and placed in storage area/garage. All trash and garbage must be removed from premises prior to final inspection. Bags, boxes, and discarded items are not to be left in garage, carport, or common areas.	
	<i>Garage, Stalls &amp; Driveways</i>	Garages, driveways and parking stalls must be free of any fresh oil stains, all debris and weeds. Wash down all concrete walkways.	
	<i>Walls, Doors and Light Fixtures</i>	Wash down all exterior walls and doors, front and back, including doorframes. Remove cobwebs. Clean outside light covers & replace burnt out bulbs.	
	<i>Storage Sheds</i>	Outside storage sheds must be emptied, swept and washed out. Clean doors and gates.	
	<i>Personal Structures and Additions</i>	Any structure or addition you have installed, or placed on the premises, must be removed prior to the final inspection, unless prior approval is received (i.e. metal storage sheds, fences, awnings, etc.). Restore any damaged grounds as required.	

(Continued on Page 3)

	<i>Item</i>	<i>Action</i>	<i>Done</i>
<b>OTHER INFORMATION</b>	<i>Residents With Pets</i>	It is the responsibility of any pet owner to exterminate fleas in their unit. <b><u>If fleas are not properly/adequately exterminated, you will be held financially responsible for an adequate extermination.</u></b> <i>Any lingering pet odors or pest infestations detected within 60 days of your final inspection may result in monetary charges against you to eliminate the problem(s). Damage to any part of the house or grounds due to pets is subject to a monetary charge.</i>	
	<i>Keys</i>	All keys must be turned in to the Inspector at final inspection..	
	<i>Communicate</i>	Call attention to any repair work that has not been completed by the Housing Maintenance Contractor. Alert the Housing Representative to any problems you may be aware of either in the unit or the neighborhood.	
	<i>To Do's</i>	<ul style="list-style-type: none"> <li>o Change of Address To Postal Service?</li> <li>o Turn off Telephone Service?</li> <li>o Turn off Cable/Internet Service?</li> </ul>	