

## MOVING OUT CHECKLIST – Pollock Halls

<b>Shared Drying Rooms And Storage Areas</b> <b>Cleaning Materials Required:</b> Vacuum cleaner (provided in your pantry)		<b>Shared Pantries</b> <b>Cleaning Materials Required</b> <ul style="list-style-type: none"> <li>Kitchen cleaner product &amp; cleaning cloths (available from local shops/stores)</li> </ul> Vacuum cleaner, dustpan and brush, mop and bucket (provided in your pantry)	
Remove all rubbish and personal belongings	<input type="checkbox"/>	Remove all rubbish and personal belongings	<input type="checkbox"/>
Remove all personal items from storage areas	<input type="checkbox"/>	Remove all items from kitchen units	<input type="checkbox"/>
Vacuum Carpet or Wash Floor	<input type="checkbox"/>	Clean kitchen units and drawers inside & out, including doors & shelves	<input type="checkbox"/>
Clean all surfaces e.g skirting's, heaters, shelves, mirrors	<input type="checkbox"/>	Sink: Clear of all dishes and clean all surfaces	<input type="checkbox"/>
<b>Shared Bathroom/Ensuite</b> <b>Cleaning Materials Required</b> <ul style="list-style-type: none"> <li>Bathroom cleaner product &amp; cleaning cloths (available from local shops/stores)</li> </ul> Vacuum, dustpan and brush, mop and bucket (provided in your pantry)		Sofas/Chairs: Vacuum and clean all surfaces	<input type="checkbox"/>
		Microwave: Clean inside & out	<input type="checkbox"/>
		Kettle: Clean by wiping down surface	<input type="checkbox"/>
		Worktops: Clean all surfaces	<input type="checkbox"/>
		Kitchen bin & lid: Clean all surfaces	<input type="checkbox"/>
		Table & Chairs: Clean all surfaces	<input type="checkbox"/>
		Vinyl Flooring: Sweep/vacuum and wash	<input type="checkbox"/>
Remove all rubbish and personal items	<input type="checkbox"/>	Clean all surfaces e.g skirting's, heaters, shelves	<input type="checkbox"/>
Bath/shower wall panels, tiles and shower door: Clean all surfaces	<input type="checkbox"/>	Fridge : Remove all food and drink, clean inside	<input type="checkbox"/>
Bath/shower fittings: Clean all surfaces	<input type="checkbox"/>	<b>Bedroom</b> <b>Cleaning Materials Required</b> <ul style="list-style-type: none"> <li>General cleaning product &amp; cleaning cloths (available from local shops/stores)</li> </ul> Vacuum cleaner, dustpan and brush, mop and bucket (provided in Pantry)	
Drains: Remove all hair and any other blockages	<input type="checkbox"/>		
Sink: Clean all surfaces including taps	<input type="checkbox"/>		
Toilet: Clean all surfaces, including toilet bowl, seat and lid	<input type="checkbox"/>		
WC brush and holder: Wash brush and holder	<input type="checkbox"/>	Remove all your items from walls i.e. posters, photos	<input type="checkbox"/>
Vinyl floors: Sweep and wash	<input type="checkbox"/>	Remove all items from drawers, shelves and wardrobes	<input type="checkbox"/>
Clean all surfaces e.g skirting's, shelves, soap dish, mirror	<input type="checkbox"/>	Vacuum inside of drawers and wardrobes	<input type="checkbox"/>
<b>Please remember residents are:</b> <ul style="list-style-type: none"> <li>equally responsible for clearing and cleaning shared spaces</li> <li>solely responsible for clearing and cleaning bedrooms and ensuites</li> </ul> <b>Charges will apply if accommodation is not returned to us in acceptable condition.</b>		Furniture, including shelves: Clean all surfaces	<input type="checkbox"/>
		Wash skirting and door surfaces	<input type="checkbox"/>
		Wipe removable marks from walls	<input type="checkbox"/>
		Waste bin: Wash inside and clean all external surfaces	<input type="checkbox"/>
		Light switches: Clean all surfaces	<input type="checkbox"/>
		Heater: Clean all surfaces	<input type="checkbox"/>
		Remove all rubbish and personal items	<input type="checkbox"/>
		Check under bed and furniture for rubbish/personal items	<input type="checkbox"/>
		Vacuum carpet/floor, including under the bed and behind movable furniture	<input type="checkbox"/>
		Vinyl floor (where applicable) – wash floor	<input type="checkbox"/>