
Inspection Standards of Cleanliness and Conditions at Move-Out

In order to avoid any delays in the clearing of your housing and to prevent you from incurring charges, the following guidelines should be followed prior to the final inspection of your home:

WALLS AND CEILINGS:

- Remove all nails, picture holders, molly bolts, anchor bolts, etc. Spackling of holes less than one-fourth inch is not required. Holes larger than one-fourth inch or wall damage will be spackled neatly by the resident.
- Remove all self-adhesive hooks.
- Spot painting is discouraged, as different paint batches do not match, thus creating an unsightly condition.
- Painting over varnished or stained wood may not be done.
- Remove all scuffmarks, wallpaper, borders, decals, and restore any wall damage.
- Repaint rooms painted with non-standard colors back to the BBC standard off white.

WINDOWS, DOORS, MEDICINE CABINETS, WALL CABINETS:

- Be sure that all window coverings that were provided at move-in are not damaged and are affixed properly to the windows.
- All storm windows, doors, and screens must be in place.
- Remove all contact paper and shelf paper.
- Be sure to remove all items from medicine cabinet, closets, kitchen cabinets and closets.

CARPENTRY:

- Refasten, repair, or replace any missing or broken coat hooks, clothes rods, and closet shelves.
- Repair or replace damaged or missing doorstops, door treads, doorknobs, and cabinet handles.
- Repair or replace loose, damaged or missing kitchen cabinet and drawer pulls and closet doorknobs with matching hardware.
- Repair damaged hinges or handles.
- Repair or replace closet door guides on floor.
- Replace broken cabinet or closet door knobs.

FLOORS:

- Carpets shall be vacuumed and free of dirt and stains.
- Tile floors must be cleaned.

APPLIANCES:

- Ensure all the shelves are in place in refrigerator.
- Ensure all broiler pans and oven racks are in place in range.
- Ranges and refrigerators must be in kitchen, not basement or stored elsewhere.
- Be sure that all items are removed from refrigerator and freezer, and that it is wiped clean and left on the lowest setting.
- Be sure that oven and range top, including drip pans are thoroughly cleaned.

ELECTRICAL:

- Replace broken globes on lights, both interior and exterior.
- Replace damaged switch plates and receptacle plates.

EXTERIOR:

- Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off sidewalks, patio slabs, and driveways.
- All trash cans (regular and recyclables) must be empty and hose clean.

GROUNDS:

- Police yard from all trash and debris. Remove all animal waste.
- Repair yard damage. Grass should be growing in areas destroyed by pets or children.

GARAGES: (If Applicable)

- Remove all personal property and thoroughly sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint, and grease stains from shelves and floors.

UNAUTHORIZED CONSTRUCTION:

- Adding latticework, plastic sheeting, and nonstandard fences are not authorized.

- They must be removed.

MISCELLANEOUS:

- Residents must turn in their house, garage, and their cluster mailbox keys to the Resident Coordinator.
- Remove all personal property including carpets, air conditioners, wallpaper, yard fences, swings, etc.