

50 Ways to Leave Your Unit

CHECKLIST FOR MEMBERS MOVING OUT!

To help ensure that a unit is left in good condition and ready for occupancy by new members, the following checklist should be observed:

1. Carry out any repairs identified as being necessary during the Move-out inspection of the unit.
2. Remove any temporary alterations made to the unit (e.g. bookshelves attached to the wall).
3. Ensure that all fixtures, hardware, shelving and other fittings originally in place are present and in good condition. Repair or replace as necessary.
4. Replace any member-owned fixtures which have been installed with the original fixtures or fixtures of equivalent quality (as agreed with the Co-op).
5. If you have painted an area a dark colour that will require an additional coat of paint to cover, repaint the area in a neutral colour.
6. Walls should be left clean and free of grease marks and scratches.
7. Wallpaper, decorative tiles, mirrors, cork board or other wall finishes which have been applied by the member must be removed and the wall surface restored.
8. Nails and picture and ceiling hooks should be removed and the holes filled.
9. All woodwork, including baseboards, must be left clean and free of marks.
10. Ensure unpainted woodwork is free of paint splatters.
11. Doors should be left clean, free of marks, decals, etc. and in good condition.
12. Any doors which have been removed must be re-hung.
13. Screen / patio door: screen and window should be clean and in good condition; screen and window to be intact.

14. Clean window sills, window tracks, and frames;
15. Window and screens must be present and in good condition;
16. Windows and screens should be left closed and locked.
17. Vacuum all bare and carpeted floors;
18. Carpeted areas should be professionally cleaned;
19. Wash and wax all sheet flooring;
20. Hardware should be cleaned with appropriate agent;
21. Damage judged by the Co-op to be in excess of normal "wear and tear" may result in flooring or carpeting being replaced and the member charged.
22. All light fixtures must be present, clean and in good condition;
23. Switch plates and outlet covers should be free of marks, paint splatters, racks or chips;
24. Painted or damaged covers must be replaced by the member;
25. Intercom and cable outlet should be clean and free of paint splatters;
26. Exhaust fans should be vacuumed and wiped clean, filter if present, should be replaced;
27. Smoke detector (POC/heat detector) should be clean, free of paint and functional.
28. Thermostat, electric baseboard heaters, etc., should be clean, free of paint and functional.
29. Clean basin, tub/shower, toilet, toilet tank;
30. Decals must be removed from bathroom fixtures;
31. Clean medicine cabinet and vanity;
32. Towel bars, shower rod, soap dishes, etc. should be clean and in good condition;
33. Chrome fixtures, tile and caulking should be clean and in good condition;
34. Ensure that taps are not dripping.
35. Clean stove inside and out using approved agents;
36. Oven and burner controls, oven racks, broiler pan, drip pans and burner rings should be clean, free of grease and intact;
37. Ensure exhaust fan and hood are clean and free of grease.
38. Defrost and clean fridge inside and out;
39. Ice cube trays, racks, crisper, etc. should be clean and intact;

40. Leave fridge at medium cold setting with door(s) closed securely.
41. Floor under and walls behind appliances should be cleaned;
42. Cupboards and counter sink and chrome fixtures should be left clean and in good condition;
43. Ensure that kitchen taps are not dripping;
44. Wash and wax kitchen and bathroom floor.
45. Ensure that basement area is cleared out.
46. Sweep basement area.
47. Ensure balcony is free of debris and swept clean;
48. Exterior light fixtures, electrical receptacles to be present and in good working order;
49. Railing to be tight and free of blemishes.
50. THANK YOU!