The move-out sheet

What inventory clerks open, in the order they open it.

SASHWELL · JOB SHEET

24 lines

- [ ] Oven: racks, glass door, seals, the grill pan 01
- [ ] Extractor hood and its filter 02
- [ ] Hob, knobs off, burner caps soaked 03
- [ ] Fridge and freezer: defrosted, shelves out, door seals 04
- [ ] Washing machine drawer and door seal 05
- [ ] Dishwasher filter and spray arms 06
- [ ] Kitchen cupboards inside, top shelf first 07
- [ ] Sink, tap and plughole descaled 08
- [ ] Tiles and grout behind the hob 09
- [ ] Bath, screen and taps descaled 10
- [ ] Toilet, including behind the seat hinges 11
- [ ] Silicone: mould treated, or noted on the sheet 12
- [ ] Extractor fan cover in the bathroom 13
- [ ] Mirrors and glass, no streaks 14
- [ ] Skirting boards, every room 15
- [ ] Door frames and the top edge of doors 16
- [ ] Light switches and sockets 17
- [ ] Radiators, front and behind 18
- [ ] Window sills, frames and tracks 19
- [ ] Inside wardrobes and drawers 20
- [ ] Walls: marks lifted where the paint allows 21
- [ ] Carpets vacuumed, edges included 22
- [ ] Hard floors mopped, toward the door 23
- [ ] Meter readings and a photo of each room 24

Done by _____ Date _____ Signed _____

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