

Family Investment Center Cleaning checklist

Name: _____

Please initial as you complete each item

_____ Wash all dishes used and return to proper storage area.

_____ Wash counters, stove, microwave and tables.

_____ Sweep floors in bathroom and kitchen.

_____ Mop kitchen and bathroom floors.

_____ Vacuum main area and hallway.

_____ Make sure all toilets have been flushed and sinks wiped down.

_____ Take out all garbage and put into black dumpster on side of building. Put in new garbage sack.

Please sign and return with keys: _____

Date

Checked by HAB Staff: _____

Date

Family Investment Center Closing Checklist

Have Housing Authority representative check over for cleanness and damages, return keys, get deposit back if there is no damages and unit is clean per list.

_____ Close and latch all windows.

_____ Shut and lock back door.

_____ Close and lock Shed and gates.

_____ Close all shades and curtains in kitchen,
bathrooms and main room.

_____ Make sure the outdoor lights in front and back
remain on.

_____ Turn off all inside lights.

_____ Shut and lock dead bolt on front door, check to
make sure all is locked.

Please sign and return with keys: _____

Date

Checked by HAB Staff: _____

Date