
MOVING OUT CHECKLIST

FLOORS:

- Mop all tile and hardwood floors.
- Remove any pet stains.
- Vacuum all carpeting.
- Get carpet professionally cleaned.

WALLS:

- Wash down walls, especially areas above heaters and vents.
- Brush out cobwebs from corners and ceilings.
- Wipe down switch plates.
- Remove hooks, ceiling hooks and mirrors.
- Clean ceiling fan blades.

WINDOWS:

- Clean windows inside and out, including tracks.
- Clean window blinds.

DOORS:

- Wipe down all doors, frames and knobs.
- Vacuum patio screens.

KITCHEN:

- Clear any clogged drains.
- Clean sink and all countertops.
- Wipe cabinets in and out, as well as pantries and shelves.
- Thoroughly clean stove and oven, remove drip pans to clean bottom surface, replace drip pans if deemed necessary.
- Wipe inside, underneath and behind refrigerator as well as rubber door gasket. Leave refrigerator plugged in.
- Clean out dishwasher, including around and inside the door.
- Remove grease, dust and dirt from the exhaust fan and overhead light.
- Clean inside drawers and on top of cabinets.
- Sweep and mop floors.

BATHROOM:

- Clean all mildew and mold.
- Sanitize bathtub, shower, sink and toilet.
- Clean vanity, shelves and mirrors.
- Wipe down inside of drawers and cabinets.
- Wash all tiles and clean grout.
- Clean exhaust fans.
- Clean drain from hair, etc.

ADDITIONAL ITEMS:

- Make sure smoke detectors are working – replace batteries if necessary.
- Replace burnt out lightbulbs.
- Clean all light fixtures inside and out.
- Clear out all belongings from cabinets, closets, drawers, etc.
- Remove all outdoor belongings from patio, balcony, storage unit, yard, etc.
- Take out any leftover trash.
- Clean all light fixture covers.
- Sweep patio, balcony, garage, storage unit, etc.
- Turn off all lights in the apartment.
- Keep thermostat set to approximately 65 degrees Fahrenheit.

For the disposal of large items, that will not fit into the on-site garbage:

CITY OF GREEN BAY BULK HOUSEHOLD ITEM DROP OFF SITES

EAST SIDE LOCATION	WEST SIDE LOCATION
1820 Mills Street Green Bay, WI 54302 (Enter from Henry Street)	519 S. Oneida Street Green Bay, WI 54303 (Enter from Redwood Drive)