

HOUSING CHECKLIST
Southwest Region School District

SITE: _____ **HOUSE NUMBER:** _____ **DATE:** _____

INSPECTION REPORT ON MOVE: **IN:** _____ **OUT:** _____

STAFF MEMBER: _____ **YES:** **NO:**

- | | | |
|--|-------|-------|
| 1) FLOORING: Carpet vacuumed and shampooed and vinyl mopped and waxed. | _____ | _____ |
| 2) APPLIANCES: Stove, refrigerator, freezer, washer and dry cleaner. Were refrigerator and freezer doors propped open? Was propane turned off at tanks? | _____ | _____ |
| 3) WINDOWS: Were all windows locked? | _____ | _____ |
| 4) WALLS AND CUPBOARDS: Were all cupboards and walls cleaned and all personal belongings out of the cupboards? | _____ | _____ |
| 5) BATHROOMS: Were toilet, sink, tub and mirrors cleaned? | _____ | _____ |
| 6) BELONGINGS: Lock up all belongings and drygoods in designated storage area. | _____ | _____ |
| 7) FOOD: Remove all food from refrigerator and freezer. | _____ | _____ |
| 8) DAMAGES: All damages recorded. | _____ | _____ |
| 9) Were keys for quarters turned in? | _____ | _____ |

Over all condition/livability of housing unit: POOR FAIR GOOD

COMMENTS: _____

