

**IMPORTANT INFORMATION ON YOUR DEPARTURE – Peninsula Residential**  
**CHECK LIST FOR RESIDENTS ONLY**

On arrival residents completed a Room Condition Report. It is expected that when you depart your room matched this condition. Please use the following as a check list in preparation of your departure.

<u>ITEM</u>	✓	<u>CONDITION REQUIRED ON DEPARTURE</u>
BACKYARD (where applicable)		Items removed from clothesline. Clear of rubbish and personal items
BATHROOM - HAND BASIN & TOILET		Cleaned and wiped down. Unbroken with no cracks or damages
BATHROOM – SHOWER &/OR ENSUITE		Free from rubbish, cleaned and wiped down. We expect that it has been cleaned on a semi-regular basis during the year
BATHROOM HOOKS & HOLDERS		All present, attached and unbroken. Free of built up grime
BED & MATTRESS		Mattress clean without holes or rips bed base frame without bends or breaks in metal
BLINDS/CURTAINS		Clean and free of marks and in good working order Curtains (if applicable) - no rips / holes hooks and runners in working condition
CARPETS & VINYL FLOORING		Rubbish picked up from floor and no major stains on carpets. No rips or tears in vinyl
CEILING/PORTABLE FAN, KITCHEN RANGEHOOD & BATHROOM EXHAUST		Undamaged and in working order
CLOTHES AIRER / CLOTHES LINE		All clothing removed. Present and undamaged.
DESK, SHELVES, CUPBOARDS & CABINERY		Undamaged, unscratched, free of graffiti, stickers, carvings and rubbish. All door hinges and drawers in good working order
ENTRY DOOR (& CLOSER)		Free from graffiti, sticky tape, labels and Blu/white tack and sticky tape, scratches and scuff marks, parts present & in working order. No rips or tears in Emergency Notices
FLYSCREENS		Present and without tears or rips
HEATERS (where applicable)		Free from graffiti, sticky tape, sticky hooks, posters, stickers and in full working order
HOT PLATES & MICROWAVES		Clean, free of built up grime or food scraps. In good working order with all parts present including glass plate.
LAUNDRY		All clothing items removed from the Washing machine and dryer. Both the washing machine and dryer are in good working condition (where applicable)
LIGHT FITTINGS, POWER & DATA POINTS		Undamaged and in working order
LOOSE FURNITURE ITEMS (Chairs /Tables etc.)		Tables, chairs, desk etc. Undamaged, unscratched, free of graffiti, stickers and carvings. Clean and free of build-up grime
LOST PROPERTY & GENERAL RUBBISH		All rubbish and personal belongings to be removed. Nothing to be present in room which was not there upon arrival
MAILBOX		Lock removed, all mail removed, free of rubbish. Forwarding address provided to the Residential Office.
MIRROR		Clean and free of marks, graffiti and stickers. Mirror uncracked or broken
NOTICEBOARD		Free of graffiti and undamaged
PARKING PERMIT		Returned to the Residential Office (if applicable)
ROOM KEY(S)		Returned upon departure undamaged
REFRIGERATOR		Clean, free of built up grime or food scraps. In good working order, with not scratches or dents. Trays and shelves to be present and undamaged
RUBBISH BIN		Present clean and undamaged
SINKS & TAPWARE		Clean, unclogged. Plug to be present and intact
SMOKE DETECTOR		On ceiling with battery and in operational condition
VOIP TELEPHONE + cable		Present and in full working order. Please remove all voicemail messages.
WALLS & CEILING		Clean and free from graffiti, sticky tape, holes, sticky hooks, posters, stickers etc
WINDOWS		Free from graffiti, sticky tape, sticky hooks, posters, stickers. Glass uncracked or broken