

# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

This checklist has been created as an quick and easy way for you to tick off each feature as you move from room to room in your SFA during your Move Out appointment. Your CA Accommodation Officer will be with you to explain in more depth how to check each feature so that you are satisfied that the SFA meets the required Move Out standard. This is your checklist, to help you keep track as you work through the Move Out standard. For the full detail of the required Move Out standard please refer to the full Move Out Standard Tick Sheet. You can find this on the CarillionAmey website in the Service Family Accommodation section, under Moving Out.

**Please note:**

Charges may apply when damage is in excess of what can reasonably be expected above fair, wear and tear.

**Exterior**

Feature Checked	Tick
Hard surfaces (paths/driveway)	
Gullies and drains	
Fences	
Gates	
Clothes line	
Grass – height, edging, damage, equipment	
Trees and/or climbing plants	
Hedges and shrubs	

Feature Checked	Tick
Borders and flowerbeds	
Garden cleanliness	
Garage - doors, cleanliness, return of keys	
Communal Areas	
Windows – keys, vents, cleanliness of unit	
Curtains, blinds and fittings	
Glass	
Front door	

Comments \_\_\_\_\_  
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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Hallway

Feature Checked	Tick
Ceiling	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Windows – keys, vents, cleanliness of unit	
Curtain tracks, curtains, blinds and fittings	

Feature Checked	Tick
Glass	
Front door	
Utility Meter and electrical installation	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	
Cloakroom (if applicable) (see bathroom section)	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Lounge/Living Room

Feature Checked	Tick
Ceiling	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Windows – keys, vents, cleanliness of unit	
Curtain tracks, curtains, blinds and fittings	

Feature Checked	Tick
Glass	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	
TV Aerial	
Open fireplaces and chimneys	
Focal feature fires	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Dining Room

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Windows – keys, vents, cleanliness of unit	
Curtain tracks, curtains, blinds and fittings	

Feature Checked	Tick
Glass	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	
TV Aerial	
Open fireplaces and chimneys	
Focal feature fires	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Kitchen

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Cabinet doors, drawer fronts, hinges and handles	
Work surfaces	
Extractor fans	
Cooker	

Feature Checked	Tick
Sink, taps and plug	
Cleanliness of surfaces	
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
External door	
Electrical installation and fittings	
Cooker and kitchen switches	
Light fittings	
Smoke Alarm and CO detector	
Boiler	
Radiators	
Pipework	
Electrical Cabling	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Stairs and Landing

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Windows	

Feature Checked	Tick
Curtain tracks, curtains, blinds and fittings	
Glass	
Utility Meter and electrical installation	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Bathroom, WCs and cloakrooms

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Sanitary Ware	
Shower curtain	

Feature Checked	Tick
Taps and plugs	
Wall tiles - joints	
Waste water	
Cleanliness of surfaces	
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
Electrical fittings – switches and sockets	
Radiators	
Pipework	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Bedrooms

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Walls – picture hooks, nails etc	
Internal doors	
Carpets and vinyl	
Cleanliness of surfaces	
Windows	

Feature Checked	Tick
Curtain tracks, curtains, blinds and fittings	
Glass	
Utility Meter and electrical installation	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke alarm and CO detector	
Radiators	
TV Aerial	
Focal feature fire (if applicable)	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move Out Standard

## Miscellaneous

Feature Checked	Tick
Personal Possessions	
Outbuildings	
Bins	
Pests	
DIY	

Comments

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