

Pre-Inspection Checklist

BEDROOM

- ☐ Floor is clean and tidy
- ☐ Bookshelf is clean and free of mold
- ☐ Curtains are clean and free of mold
- ☐ Air conditioner filter is clean and free of dust

BATHROOM

- ☐ Bathtub and shower area are clean and free of mold and stains
- ☐ **Drain strainer is clean and free of hair and debris**
- ☐ Bathroom floor is clean and free of mold and stains
- ☐ Mirror is clean and free of water spots

TOILET / SINK AREA

- ☐ Toilet bowl and exterior surfaces are clean and free of dust and stains
- ☐ Toilet floor is clean and tidy
- ☐ Washbasin and countertop are clean
- ☐ Mirror is clean and free of water spots and stains
- ☐ **Drain strainer is clean and free of hair and debris**

LIVING / KITCHEN

- ☐ Floor is clean and tidy
- ☐ Dining table is clean and free of stains
- ☐ **Garbage has been disposed of using garbage bags designated by Onna Village where required**
- ☐ **Garbage is properly separated according to local disposal rules**
- ☐ Garbage bins are clean inside and out
- ☐ **Sink and sink strainer are clean and free of food residue**
- ☐ Refrigerator is clean inside and out
- ☐ Microwave is clean and free of food residue
- ☐ **Gas stove top and grill are clean and free of grease and food residue**
- ☐ Air conditioner filter is clean and free of dust

OTHER

- ☐ Entrance area is clean and tidy
- ☐ Hallway is clean and tidy
- ☐ Vacuum dust box and vacuum head are clean
- ☐ Washing machine filters are clean and free of lint
- ☐ Laundry room is clean and tidy

Move-Out Cleaning Checklist

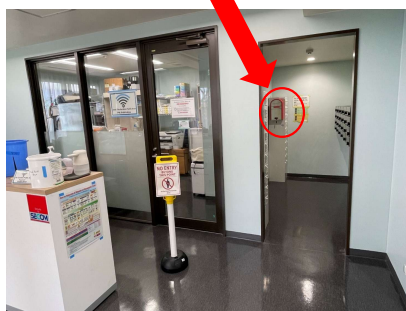


*To help ensure a smooth move-out process, please review the highlighted items on the reverse side and complete any required cleaning or room preparation before moving out.

*Rooms that do not meet the move-out standard may require additional cleaning and could result in cleaning charges.

Estimated cleaning charges: • Bedroom: JPY 20,000 • Shared areas: JPY40,000

- ☐ All personal belongings have been removed
 - ☐ Bedroom
 - ☐ Cupboards
 - ☐ Laundry room
 - ☐ Refrigerator
- ☐ Bed pad, waterproof sheet, and curtains have been washed
- ☐ All personal food, drinks, and condiments have been removed from the refrigerator
- ☐ Dispose of all the garbage before you leave
- ☐ Leave the air conditioner ON to prevent mold and condensation
- ☐ Drawer keys are attached to the same key ring as the room key
- ☐ Private bedroom door is left unlocked for inspection
- ☐ All keys have been returned to **RED MAILBOX** at The Gardens Office



Cleaning Guides



Vacuum Cleaner



AC Filters



Room Cleaning Examples

