

END OF LEASE MAKE-GOOD CHECKLIST

A practical checklist for tenants, property managers, and franchisees to complete lease-end make-good works with confidence.

BEFORE YOU BEGIN

- ☐ **Review** your lease agreement for make-good clauses
- ☐ **Confirm** required condition (base build, cold shell, etc.)
- ☐ **Take** detailed photos of current tenancy condition
- ☐ **Identify** which fixtures or modifications were tenant-installed

STRIP-OUT WORKS

- ☐ **Remove** internal walls, partitions & bulkheads
- ☐ **Disconnect** and **strip** lighting, data points & signage
- ☐ **Strip** joinery, counters, kitchenettes, appliances
- ☐ **Remove** all loose furniture and tenant-supplied fixtures
- ☐ **Grind** floors and **remove** adhesives or vinyl
- ☐ **Remove** suspended ceilings and tiles if required

MAKE-GOOD WORKS

- ☐ **Patch** holes, dings and wall penetrations
- ☐ **Repaint** to landlord-specified colour or base white
- ☐ **Replace** any damaged ceiling tiles (if applicable)
- ☐ **Final sweep, vacuum** and **rubbish** removal
- ☐ **Clean** glass, windows, and any shared entry points
- ☐ **Confirm** any floor resurfacing or sealing obligations

HANDOVER PREPARATION

- ☐ **Book** in final inspection with landlord/property manager
- ☐ **Confirm** make-good scope has been signed off
- ☐ **Return** keys, security cards, and site access devices
- ☐ **Provide** photographic evidence of completed condition
- ☐ **Provide** any required compliance documentation (e.g. asbestos clearance or waste disposal certificates)

Need help completing your checklist?

21 Group Services can handle it all, from full strip-out to final handover.

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