

Cleaning checklist vacating your shared accommodation

In regards to vacating your accommodation, it is necessary for you to clean before you leave. Remember the better overall condition of the accommodation, the better result in regards to the final move-out settlement. A lack of cleaning resulting in us having to correct the situation will have a negative impact on the final move-out settlement, in which the cost of the correction will be added to it.

In order to make sure that you have done a thorough cleaning, we hereby offer a list cleaning chores that in general covers for all of the common rooms like kitchen, bathroom and furniture, as well as our recommendation in regards to cleaning products. Notice that this list is only indicative, and therefore it is not an exhaustive list.

Be attentive! The all-around condition of your accommodation will be evaluated at the move-out inspection. Therefore, it is a good idea to clean right before inspection, as it will not be taken into consideration at the inspection, if the accommodation has been used and gotten messy or dirty etc., after you cleaned, but before the inspection. If you do a thorough cleaning long before your inspection, it might be a good idea to refresh it close to the inspection itself.

Who is liable for the lack of cleaning in the common area?

The dormitory's house order, which has been adopted by the residents of the dormitory, states the following about liability in connection with the relocation of a shared accommodation: "If you vacate a shared apartment, special rules apply. You are, in addition to cleaning your own room, also responsible for bathroom, kitchen and potentially adjoined hall to the lease has been cleaned and that floor, walls and plumbing are descaled and cleaned. If this is not the case, the cost of cleaning will be added to your final deposit settlement." Pkt.23.4.

General cleaning in your own room

- All surfaces are wiped down
- All the doors must be washed on both sides – Remember the top edge! The entrance door is considered a part of the accommodation – also on the outside.
- All frames, panels and food panels are washed down
- The windows are washed and polished. Frames and surrounding edges are polished. If possible, the windows should be cleaned on the outside as well.
- Lamp outlets and sockets must be thoroughly wiped
- The radiators should be cleaned of dust, and wiped down afterwards.



- The floors are vacuumed and washed thoroughly. Be aware of places where there has been a lot of activity and walked on a lot.

Furniture

- All furniture, lamps, curtains, etc. that are not part of the apartment's fixtures must be removed in connection with moving out
- If you wish to transfer furniture or anything else to the future tenant, the rules for transfer must be accommodated. You can read more here:
<https://en.kollegieboligselskabet.dk/resident-information/termination-of-tenancy/>
- Lamps that are part of the apartment's fixtures should be cleaned and any defective bulbs replaced.
- Remove curtain rods/brackets.
- If you have things in the basement, garden or balcony, they must be removed/taken with you when moving out
- If you vacate a tenancy with a balcony, the balcony must also be cleaned. This involves removing any leaves, branches and dirt, and washing the balcony itself (if you can reach parts of the outside, it is also be washed)

Generally for common rooms (Entrance, kitchen and bath)

Be aware of the fact that there must be clean in the common areas in connection with moving out, and that it is the tenant, who moves out, that is liable for inadequate cleaning in the common areas pursuant to clause 23.4 of the house order.

Since we do not have the ability to know which tenant has made the common areas dirty, then as the tenant, who moves out, you have to make sure that all the common areas are cleaned at the move-out inspection. We encourage you to ask your roommate to participate in cleaning common areas and recommend that the common areas be kept clean at all times, including before the vacating inspection. Optionally, you can choose to clean as close to the exit inspection as possible.

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- The floors are vacuumed and washed thoroughly. Be aware of places where there has been a lot of activity and walked on a lot.
- Gulve støvsuges og vaskes grundigt. Vær særlig opmærksom på steder, hvor der er gået meget.

Kitchen

- The sink and armature is cleaned and descaled. Be aware of strong cleaning products in this regard.
- The stove should be cleaned on all surfaces that is possible to access, and afterwards you should pull the stove out to clean behind it, on the backside of the stove and the wall.
- The glass-ceramic plates must be cleaned of any stains. If necessary, use special agent for this.
- Oven and associated plates are thoroughly cleaned – remember the door and drawer at the bottom. Often, the grates on which the plates rest can be removed – this makes cleaning easier. If necessary, oven cleaner can be used.
- The hood is cleaned of grease and dirt on all available surfaces. Remove the filter and clean – use a dishwasher if possible
- The fridge/freezer is turned off, defrosted and washed thoroughly everywhere – remember rubber strips that often collect a lot of dirt. After cleaning, do not close the doors – this creates a bad smell in the cabinet. If it is possible to eject the cabinet, vacuum the refrigerator at the back of the cabinet.
- Fixtures, countertops, cabinets, drawers and doors are cleaned. Remember the back of the door, especially where the bin is

Bath

- Walls and floors are washed and descaled. Pay special attention to the shower area
- Drains in the floor are taken up and cleaned
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- Ceiling fans are vacuumed and wiped
- Toilet and seat are cleaned. Any scaling in the basin is removed
- Mirror should be polished
- Sink and faucet cleaned and descaled
- Cabinets and other fixtures are cleaned



Cleaning products and remedies.

When cleaning the apartment, it is a good idea to air out and stay away from harsh and abrasive detergents. Here is a list of which cleaning products we recommend you use:

- Tile cladding: cleaned with a universal agent /sanitary cleaner and descaled with vinegar (acetic acid) or other scale remover
- Kitchenware: Kitchen sink cleaned with vinegar and universal agent. Other kitchen equipment is also cleaned with panacea
- Woodwork: Cleaned with panacea. We recommend that you do not paint the woodwork
- Fixtures: Cleaned with universal agent
- The hood above the stove is cleaned with a universal agent.
- The ventilation vent: Cleaned by passing a cotton swab or similar around the wreath where the air is sucked out
- Floors: Cleaned with soap shavings or detergent/ care agent. **BE AWARE:** Parquet floors do not tolerate large volumes of water and post-drying should be done immediately.
- Freezer/freezer: after the refrigerator is turned off, remove all loose ice and you can put a bowl of hot water in there to speed up the thawing. **DO NOT** use hair dryer, toaster or direct hot water in the freezer. Remove the last ice with a wooden scraper to avoid scuffs, and subsequently wash the freezer with panacea or dishwashing detergent