

## Departure cleaning checklist



This is a reminder of the things you have to consider when cleaning your room and the common facilities before your departure. Cleaning of your room is **your** responsibility. Cleaning the common facilities is a joint responsibility of everyone who lives there.

It is strongly recommended that you start cleaning your room or apartment already **2 weeks before your departure (pre-cleaning)**.

According to our experience, it is not enough to clean the room or apartment 1-2 days before moving out. Doing a thorough job takes time. Then, before you leave, a short cleaning should be done **again** to leave everything clean (**final cleaning**) You can find cleaning advice on the last page of this document.

In general please remember to **remove everything that you have brought with into your room** (clothes, own furniture, pillows/blankets, shampoo etc.), and to close and lock your door, before you finally leave the room.

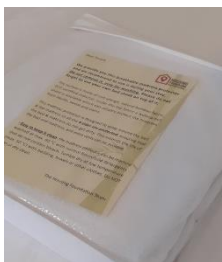
Items that you no longer wish to use must be brought to the nearest **recycling station**- <https://a-r-c.dk/privat/find-din-genbrugsplads/> **It is not allowed to** leave items in the common rooms /hallways.

### **Your room/bedroom**

- The shelves should be cleaned with an all-purpose cleaner
- The floor should be swept or vacuum- cleaned well and washed- remember to clean behind your bed, desk and bookcase, the dust also needs to be removed from the baseboards.
- The desk and chair should be cleaned with an all-purpose cleaner. In general the room should be left neat and tidy.
- Vacuum clean the bed and the cover of the top mattress on both sides.  
Do not wash the bed top mattress **by more than 30 degrees** (if you choose to wash it). Do not tumble it. It will be damaged and you will be charged around DKK 700 for a new top mattress.

### Matress protector sheet

Please note that the mattress protector sheet (not the topmattres) that you have received during your moving in, must be removed from the room before the move out inspection, if not this will result in a fee for removal of extra items. You are welcome to take it with you to your new home. If you are moving to another housing foundation room you will receive a new one upon arrival.



### Kitchen

- The stove should be cleaned thoroughly with an all-purpose cleaner (i.e. AJAX)
- The oven should be cleaned thoroughly with a special oven cleaner
- The refrigerator should be emptied of all leftover food and beverages and cleaned thoroughly with an all-purpose cleaner
- The freezer should be emptied of all leftover foods and defrosted. Defrost the freezer by switching it OFF and letting it defrost naturally. **During defrosting the freezer must not be left unattended, as smelting water (melted ice) can easily cause expensive water damage to the floor. Therefore do not leave the fridge/freezer turned off when you depart**, as you will be charged a large fine for any resulting damages. After the ice is melted down, dry and clean the freezer with a cloth. Then turn it ON, set it to the lowest setting, and close the door.
- Any kitchen items left behind must be cleaned thoroughly.
- The kitchen sink should be cleaned with an all-purpose cleaner and if necessary decalcified (use for example “-kalk”)
- The microwave should be cleaned with an all-purpose cleaner
- The counter should be cleaned with an all-purpose cleaner
- The walls above the counter and stove should be cleaned with an all-purpose cleaner
- The tables and chairs should be cleaned with an all-purpose cleaner
- The cupboards and drawers should be cleaned inside, as well as outside, with an all-purpose cleaner
- The floors should be swept or vacuum cleaned well and washed with an all-purpose cleaner

**Important:** do not use excessive amount of water to wash the floor. Too much water can cause damage to the floor. Use a slightly wet mop instead.

### **Bathroom/toilets**

- The toilet should be cleaned with a special toilet cleaner on the interior, as well as an all purpose cleaner on the exterior
- The sink should be cleaned with an all-purpose cleaner and decalcified
- The shower should be decalcified
- The mirror should be polished
- The floor should be swept or vacuum –cleaned well and washed with an all-purpose cleaner.

**Important:** do not use excessive amount of water to wash the floor. Too much water can cause damage to the floor. Use a slightly wet mop instead.

### **Cleaning tips for bathrooms and kitchens at move-out**

The limescale is composed of calcium and magnesium salts. If a bathroom is not maintained properly (not cleaned regularly), then the limescale starts to build up together with soap residues on the surfaces (wall, floor, sink, faucets, toilet). This process continues and the limescale deposits will be more visible and harder to be removed later.

Performing a regular cleaning, the limescale deposits can be well limited. Check the cleaned surface after it is completely dry – in wet conditions the limescale it is not always visible.

### **Materials needed:**

- microfiber cloths, sponge, paper towel, cleaning wipes (are also effective for removing dust and slight spots)
- cleaning agent for **bathroom** (Ajax, Cillit Bang or other cleaning spray)
- cleaning agent for **kitchen** (Ajax, Cillit Bang or other cleaning spray)

Universal cleaning agents are not so effective when there is a **heavy build-up of limestone or grease** on the surface. Use a separate cleaning agent for the bathroom (wall, floor, toilet, sinks and faucets), and a separate cleaning agent for the kitchen (hot plate, splash plate on the wall, kitchen countertop or other greasy areas). For the kitchen faucet and sink use bathroom cleaner (also on the kitchen countertop around the sink) to remove the limescale.

**How to use:** spray the cleaning agent on the surface, spread it out with a sponge and leave it for about 5-10 minutes to work. The hard (scrubbing) part of a sponge can be used, but only slightly, to avoid making damages/scratches on the chrome surface of the faucets, for example. You might need to repeat the process several times. It depends on how stubborn the spots are.

After removing the limescale from the shower walls & floor, use the shower head to rinse the surfaces with COLD water.

Please note: for the best result, do the final cleaning step with clean, cold water. Rinse the surface or wipe it with damp, clean cloth, and finally wipe the surface with a dry cloth.

### **Cleaning the glass surface of the hob**

Buy a cleaning agent designed for kitchen (Ajax, Cillit Bang, for example). These can be used for the kitchen area for removing grease or greasy spots from cabinets, hob, sink, etc. The strongest grease remover is called “Grill rens” (grill cleaner) which can dissolve and remove the burned/stubborn greasy spots easier. **But be careful during the cleaning process to avoid any drop of it on the linoleum/wooden floor as the grill cleaner can leave permanent marks.** Spray it on the surface, spread it with a sponge and leave it for about 5-10 minutes to work. The hard (scrubbing) part of a sponge can be used as well. The best tool is using a razor/scrapper blade designed for glass hobs. Scrubbing can be done ONLY together with cleaning agent or soapy water, **NEVER dry** – to avoid scratches. Then the softened grease needs to be removed/soaked up with paper towels (or soft paper). Finally, it needs to be wiped off with a damp cloth and dried off with a dry cloth/paper towel.

**Avoid dripping of the high alkalic agents (grill rens or afløbsrens in Danish) onto the floor as they can cause permanent damages like brown spots/discolorations on both linoleum and wooden floors! If it happens, soak it immediately with dry rug or paper towel (do not spread it), and wipe it off right away with a damp cloth.**

### **Hallways/common areas**

- Floors should be vacuum cleaned and washed with an all-purpose cleaner
- Tables and chairs should be cleaned with an all-purpose cleaner

**Important: do not use excessive amount of water to wash the floor. Too much water can cause damage to the floor. Use a slightly wet mop instead.**

### **Windows**

- Cleaning of the inside of the windows/balcony door.

### **Balcony/ Garden**

- Sweep the balcony / garden and remove all trash

## **Departure cleaning if you live in a shared room A+B**

When you live in a shared room with a roommate (A+B) you have to clean as mentioned in the guideline above.

Additionally, you have to be aware of the following things:

- When you are living in a shared room/apartment you have a joined responsibility for the shared areas, which means that if the areas are found insufficiently clean or damaged, both tenants will equally be charged.
- You are not allowed to use your roommate's side of the room. If you are using your roommate's area, you will be charged with an extra cleaning fee and other costs associated with this.
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