

CLEANING PLAN

DAILY - WEEKLY - MONTHLY



Prepared for:

Tenants of Housing
Foundation Copenhagen

Cleaning plan

ATTENTION

We highly recommend that you clean often to maintain a nice environment in your room and a good indoor climate. According to our experience, it's not enough just to clean before moving out especially when it come to your kitchen and bathroom. Doing a thorough cleaning takes time and requires maintenance, daily, weekly and monthly!

Below you can find some cleaning guidelines for your cleaning routine during your everyday life.

Daily cleaning

- Ventilate your room 3 x times daily for around 10 minutes.
- Wipe all surfaces (Kitchen, living room, bathroom)
- Clean the drain in the kitchen (don't leave food in the sink)
- Clean the stove after each use with an all-purpose cleaner.
- Brush the toilet bowl with a toilet brush and cleaner after each use.
- Sort the the trash and recycle correctly.

Weekly cleaning

- Empty the bin and sort the waste in correct containers outside.
- Clean bathroom hereby the shower, toilet, sink, mirror and wipe surfaces for limestone.*
- Clean the drain in the shower (remove hair and pour boiling water into the drain).
- Wipe down the shower after each bath.
- Wipe the bathroom taps with a dry cloth after each bath.
- Vacuum and use a slightly wet mop to wash the floors (Kitchen, living room, bathroom)
- **Important: do not use excessive amount of water to wash the floor. Too much water can cause damage to the floor which can lead to a high charge.**
- Change the towels.

*Please see last page under Cleaning tips for limescale

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Monthly Cleaning

- Wipe the cabinets in your kitchen.
- Clean the refrigerator and empty all leftover foods and clean thoroughly with an all-purpose cleaner.
- Defrost and clean freezer when needed.*
- Clean the oven thoroughly with a special oven cleaner.*
- Clean the microwave with an all-purpose cleaner.
- Clean the walls above the counter and stove with an all-purpose cleaner.
- Wipe the cabinet/shelves in the toilet
- Clean the drain thoroughly in the shower (remove hair and pour boiling water into the drain)
- Remove limescale/Calcium from the shower head.*
- Remove limescale/calcium in the bathroom.*
- Wash the shower curtain.
- Wipe the table and chair with universal cleaner and damp cloth in case of stains, wipe down immediately.
- Vacuum the mattress/top mattress.
- Clean the windows on the inside.
- Change bedding.

Cleaning if you live in a shared room/apartment

When you are living in a shared room/apartment you have a joined responsibility to clean the common areas. We recommend that you establish a good cleaning routine from the start to make it comfortable for everyone by using the above guideline.

Departure cleaning

We have made a special departure cleaning checklist. You can find it on our webpage under “Departure”.

*Please see last page under Cleaning tips for limescale

*Please see our online manual for defrosting the freezer.

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In Denmark there is a natural high level of calcium in the water and we therefore recommend you to clean on a regular basis to avoid build up calcium. If this is not maintained it will eventually be difficult to remove and at the end be seen as damage which will result in an extra charge.

Cleaning tips for limescale/Calcium

Pay attention to these areas: Kitchen/bathroom sink, taps, shower, showerhead, shower floor and toilet. We recommend you to start with white vinegar also named "lager eddike" in danish. This is the cheap option and can easily be found in your local supermarket.

- Use vinegar by putting it on a cotton swab and leave it for some hours on the specific area with calcium then rinse off and through the cotton swabs in the bin.

You can also use a cleaning product specific for limescale (Ajax or Cillit Bang) This can also easily be found in your local supermarket.

- Use the product by spraying on the surface, spread it out with a sponge and leave it for about 5-10 minutes to work. To avoid damages/scratches on the chrome surface avoid hard scrubbing with the sponge.

You might need to repeat the process several times depending on how stubborn the spots are.

After removing the limescale from the shower walls and 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. Check the cleaned surface after it is completely dry – in wet conditions the limescale it is not always visible.

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Specific cleaning tips

Toilet bowl - Limescale in the toilet bowl appears yellow/brown.

According to our experience it can be hard to remove limescale in your toilet bowl if you are not used to it. We therefore recommend you to brush the toilet with a toilet brush and cleaner after each use to avoid build up calcium.

When removing limescale from the toilet bowl, pay attention to the base of the bowl, the waterline, and the water jets below the rim. Each of these areas can be filled with build up calcium. In worst case do following:

- Use 1 liter of white vinegar and pour it into the bowl. Close the lid and let the vinegar sit overnight. Now pour some baking powder into bowl. Use a toilet brush and scrub of the toilet bowl. Flush to remove all residue. Repeat until your toilet is sparkling like new!

Hot plates - Hotplates can overtime get very greasy and dirty.

According to our experience it can be hard to remove burnt-on food and stains if you do not maintain. We therefore recommend you to clean and wipe the hot plates after each use.

In worst case when removing stubborn stains from the hot plates do following:

- Use warm water with soap and baking powder* - leave to soak for a while then use a non-scratching sponge to scrub. Rinse and wipe with a lint-free cloth. Microfiber cloths are perfect, as they make hot plates shine after cleaning.

You can also use a specific product for hotplates. This can also easily be found in your local supermarket.

- Use the product by spraying on the surface, spread it out with a sponge and leave it for about 5-10 minutes to work. To avoid damages/scratches on the ceramic use a soft sponge.

*Please see our specific guide for cleaning hot plates with soap and baking powder.