

DEPARTURE CLEANING

CHECKLIST



Prepared for:

Tenants of Housing
Foundation Copenhagen

Checklist

ATTENTION

We highly recommend you to go through this checklist before your departure! The departure cleaning is your responsibility and if the room/apartment is found insufficiently clean at the move-out inspection you can be charged.

ROOM

- Clean shelves and remove dust from all surfaces with an all-purpose cleaner and wipe off.
- Vacuum and wipe the floors 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.
- Clean behind the bed, desk and bookcase, the dust also needs to be removed from the baseboards.
- Clean desk and chairs with an all-purpose cleaner and wipe off.
- Vacuum and clean the bed and the top mattress on both sides.
- Remove the mattress protector sheet from the bed and take it with you or throw it out. **DO NOT** leave it in the room as it will result in a fee.
- Clean the inside of your window /balcony door. If you have a balcony / garden please remove all the trash.
- Remove everything that you have brought with into your room. (clothes, own furniture, pillows/blankets, shampoo etc.) If you have any useful things we recommend you to donate them to second hand stores or recycling station, so they can be re-used and enjoyed by others. **DO NOT** leave items in the hallway/garbage area.
- Close all windows/ balcony doors and lock the door.

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KITCHEN

- Clean the stove thoroughly with an all-purpose cleaner. (See guide on our website: How to get rid off stains).
- Clean the oven thoroughly with a special oven cleaner. (See guide on our website: How to get rid off stains).
- Empty the refrigerator of all leftover foods and clean thoroughly with an all-purpose cleaner and wipe off.
- Empty the freezer of all leftover foods. Defrost the freezer by switching it OFF and letting it defrost naturally. Please note that melting water can easily cause expensive water damage to the floor, therefore **DO NOT** leave the freezer unattended during the process. 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.
- Clean the kitchen sink with and all-purpose cleaner and if necessary remove the calcium. (see guide on our website: How to get rid of calcium)
- Clean microwave with an all-purpose cleaner inside and outside.
- Clean the counter with an all-purpose cleaner and wipe off.
- Clean the walls above the counter and stove with an all-purpose cleaner and wipe off.
- Clean the tables and chairs with an all-purpose cleaner and wipe off.
- Clean the cupboards and drawers inside and outside with an all-purpose cleaner and wipe off. Also clean all kitchen items.
- Vacuum and wipe the floors 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.

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BATHROOM

- Clean the toilet with a special toilet cleaner both inside and outside.

How to get rid of calcium in the toilet bowl:

Use 1 liter of white vinegar and pour it into the bowl. Now wait.. Use a toilet brush or a scrubbing sponge with more white vinegar, scrub of the toilet bowl. Flush to remove all residue. Repeat until your toilet is sparkling like new!

You might need to repeat the process several times to get the best result.

- Clean the sink and taps with an all-purpose cleaner and decalcify. (see guide on our website: How to get rid of calcium)
- Clean the shower walls, shower head and faucet and decalcify. (see guide on our website: How to get rid of calcium)

If you live in Basecamp/sølvgade please leave the LIP cleaning agent in the bathroom for the next tenant.

- Wash the shower curtain on maximum 40 degrees. If necessary soak in vinegar before washing.
- Polish the mirror and wipe off.

Wash the floor with with an all-purpose cleaner and if necessary remove the calcium on the floor. (see guide: How to get rid of calcium) **Important: Be careful that the water doesn't float to the wooden floor in the hallway as it can cause big water damage!**

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SHARED APARTMENT

Cleaning the common facilities is a joint responsibility of everyone who lives in the apartment. We do not expect you to empty the fridge/freezer since other tenants are still living there. The common areas are not part of the move-out inspection, but we do expect that the shared areas are need at tidy for the next tenant.

Please note that your own **room** must be cleaned according to the above checklist before your departure!

SHARED ROOM A + B

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

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

When you are living in a shared room you have a joined responsibility for the shared areas, which means that if the shared areas are found insufficiently clean or damaged, both tenants will equally be charged. Any damages/ cleaning issues in your part of the room will of course only be your responsibility.

We do not expect you to empty the fridge/freezer if your roommate are still living there. But we do expect that the shared areas are need at tidy for the next tenant.

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.

We recommend you to take pictures of your cleaning and save them for your documentation.