

Checklist for final cleaning of a single unit

Checklist for final cleaning of single unit (with private bathroom and kitchen, private bathroom and shared kitchen or shared kitchen and bathroom):

	Cabinets, shelves, furniture, window frames .Cabinets and shelves, both on the outside and inside. No dust, hair, dirt.
	Doors, frames and light switches. Remove stains. Door: especially fingermarks around the handle.
	Pull out furniture to wash moldings (then put them back). Moldings are the listings around the floor.
	Windows, inside and outside (if not possible to reach the outside you don `t need to do it)
	Walls : remove spots. Picture moldings : remove dust
	Floors are to be thoroughly vacuumed, cleaned and wiped dry. This is the last task you do before you leave the room.

NB. Bathroom cleaning also applies where two tenants share bathroom:

	Walls and floor, Cabinets and shelves, both on the outside and inside.
	The toilet, washbasin, both on the outside and inside. Water mixers must be entirely clean and shiny.
	Clean the shower thoroughly.
	Clean drain i shower. Lift up the grid- lift up the cup - clean thoroughly.
	Door, frames and light switches. Remove spots and stains.
	We kindly remind you to wipe all surfaces with a dry cloth after cleaning with water and soap

	Your part of the kitchen cabinets inside and outside, refrigerator and freezer.
	Remove all kinds of food, spices and other private things. Vacuum and clean the shelves.
	If you share kitchen with 3 or more others you must have done your part of the common cleaning spring/winter. Separate tasks are completed and approval are done earlier.
	Where two people share a kitchen (shared kitchen and bathroom / doublet), the entire kitchen must be cleaned. Separate form will be handed out and approved by inspection at set date.

