

## Cleaning instructions upon departure

### Personal Items

You are not allowed to leave any personal items in your accommodation or shared space. This includes, pillow, extra mattresses, blankets, food and hygiene products, etc. The only items you are allowed to leave are internet cables and routers.

### Room and Hall/Studio

- Sweep and mop the floor, skirting boards, sockets, etc. No dust/dirt should remain.
- Clean all the doors in the accommodation (the front, top and the frame).
- Clean all the furnishers in the accommodation (move the furnishers in order to clean under and behind).
- Clean cabinets and wardrobes (the inside, outside and the top).
- Clean the radiators (the front, under and behind).
- Clean the windows (the glass on all sides, frames and the window sill).
- Clean lampshades and replace nonfunctional light bulbs.
- Replace the battery for nonfunctional smoke alarms.
- If your accommodation has a balcony, all personal items will have to be removed and the floor cleaned.

### Bedroom/Livingroom

- Sweep and mop the floor, skirting boards, sockets, etc. No dust/dirt should remain.
- Clean the wall/tile in order to remove dirt and grease.
- Clean toilet and sink (the inside, the front and the back). Don't forget to clean the pipes under the sink and behind the toilet.
- Remove the cover on the shower drain and remove the dirt which stops the water flow.
- Clean the mirror.
- Clean shower door or bathtub (if included in the accommodation).
- Clean shower curtain.
- Clean the ventilation shaft and remove dirt which stops the air flow.
- Clean the windows (the glass on all sides, frames and the window sill) (if included in the accommodation).

### Bathroom

- Sweep and mop the floor, skirting boards, sockets, etc. No dust/dirt should remain.
- Clean the wall/tile in order to remove dirt and grease.
- Clean toilet and sink (the inside, the front and the back). Don't forget to clean the pipes under the sink and behind the toilet.
- Remove the cover on the shower drain and remove the dirt which stops the water flow.
- Clean the mirror.

- Clean shower door or bathtub (if included in the accommodation).
- Clean shower curtain. (if included in the accommodation).
- Clean the ventilation shaft and remove dirt which stops the air flow.

### **Kitchen**

- Sweep and mop the floor, skirting boards, sockets, etc. No dust/dirt should remain.
- Clean the wall/tile in order to remove dirt and grease.
- Clean the top of the stove including the hotplates.
- Clean the front and the inside of the oven and the included baking trays, oven racks and handles (if included in the accommodation).
- Clean the outside and the inside of the microwave (if included in the accommodation).
- Clean the kitchen fan.
- Remove the filter of the kitchen fan and clean in order to remove dirt and grease.
- Defrost the freezer.
- Clean the inside and the outside of the fridge/freezer.
- Leave the refrigerator/freezer turned on.
- Clean cabinets and shelves (the inside, outside and the top).
- Wash the standard kitchenware.
- Clean lampshades and replace nonfunctional light bulbs.
- Clean sink, the drain and workbench.
- Clean the ventilation shaft and remove dirt which stops the air flow.