It is very important that you as a tenant fulfill your obligations before you leave for home. These are: departure cleaning and returning your keys. If the room is not properly cleaned the International Housing Office will charge you for the cleaning costs. This so we can continue on with our housing service for future international students.

Before you return home you have to clean the room, and make sure that the thereto belonging furnishings are the same as when you moved in. If you have added any new furniture to the room, these should be removed before you return the key.

Returning keys
Your keys must be returned by the due date and the due time stated in your contract. If you do not return the keys in time we will change the lock to your room at your expense. We advise you to return the keys personally as it often happens that friends forget to give back the keys in time.

The keys should be left directly to the International Housing Office at Infocenter Universum or they can be dropped in the grey mailbox outside the Aula Nordica entrance. The mailbox is marked “IHO”. When leaving your keys in the mailbox, please mark them with your name, and nothing but your name.

Cleaning equipment required
☐ Broom or vacuum cleaner
☐ Mop set to swipe the floor
☐ Window/shower scraper
☐ Cloths for wiping
☐ Toilet brush
☐ Cleaning liquid for floor and other surfaces
☐ Window cleaning liquid
☐ Bathroom cleaning liquid
☐ Toilet cleaning liquid
The Cleaning instructions video, vimeo.com/164560724, along with the Checklist below will provide you with instructions on what is expected of you in terms of cleaning before you move out of your room, follow the instructions to the letter.

Check off each point as you continue the cleaning.

☐ Remove personal belongings from the room.
☐ Sort any garbage (plastic, metal, cardboard etc.) that you might have. Leave it in designated trash bins after cleaning.

KITCHEN
☐ Empty out your kitchen cupboard and wipe it.
☐ Empty your shelves in the refrigerator and freezer and wipe them.
Kitchenette
☐ Empty our your kitchen cupboards and wipe them.
☐ Empty your shelves in the refrigerator and freezer and wipe them.
If the freezer compartment is very icy, remember to defrost it.
☐ Wipe the air ventilation casing.

BEDROOM
☐ Wipe all flat surfaces, including the air ventilation casing, and furniture.
☐ Wipe down the inside of the window using a window scraper.
☐ Remove any marks or glue from sticky tape of the wall.
☐ Clean out closet and drawers, don’t forget to wipe inside.
☐ Dust off the seats of chairs and armchairs.
☐ Clean around wall mouldings and light switches.
☐ Leave the mattress, duvet and pillow on the bed.

HALLWAY
☐ Empty your shelves in the cupboard and wipe them.
☐ Remove any marks or glue from sticky tape off the wall and off the door, including the door handles.
☐ Clean around wall mouldings and light switches.

BATHROOM
☐ Switch cloths.
☐ Remove any marks or glue from sticky tape off the door, including the door handles.
☐ Wipe off the bathroom lamp.
Cupboard
☐ Empty the bathroom cupboard and then wipe the inside and outside.
☐ Wipe down the mirror.
Sink
☐ Wipe down the sink and the faucet and the bottom side of the side, including the casing for the pipe.
Shower
☐ Wipe the walls using a bathroom cleaning liquid.
☐ Wipe down the shower tap.
☐ Clean the drain and remove any clogging.
☐ Leave the shower curtain.
Toilet
☐ Wipe the entire outside of the toilet.
☐ Clean the bit between the seat and the back of the chair and where the toilet meets the floor.
☐ Clean the inside of the bowl thoroughly using a toilet brush.

LAST BUT NOT LEAST
☐ Vacum/sweep all floors and swab them.