

# What to consider when you move from your apartment



Book time for checkout

Date \_\_\_\_\_ Time \_\_\_\_\_

## Cleaning!

When you leave, your home should be thoroughly clean and in good condition. All stores and other facilities that you utilized shall be cleaned and emptied of personal belongings.

If we don't accept the cleaning at the inspection, we will have to charge you the full cost of the cleaning we have to do.

The checklist will help you to meet the demands we have. Even if you stay in a dorm you will clean the cabinets etc. that you use, in for example the kitchen. If you clean and restore, according to the checklist, you can be pretty sure that we accept your work.

## Checklist for cleaning

- If you rent a furnished apartment/room, wash blankets, pillows etc.
- Wipe clean painted walls.
- Clean the floor.
- Clean the heaters, even behind.
- Clean the windows on all sides, use a sponge and a window scraper. Clean window boards.
- Lamps dismantled and cleaned.
- Sockets and switches, clean. **Warning!** These can be energized by contact with water.
- Wardrobes, cupboards and drawers including shelving, clean in and outside.
- Cupboards. Clean.
- Clean the doors. Front and rear and sides and top. Clean the door feed.



- ❑ **Clean the tile from soap and lime deposits.** Use appropriate cleaning supplies such as vinegar or citric acid.
- ❑ **Toilet, wash basin and shower.** Clean from soap and lime deposits inside, on the sides, under and behind.
- ❑ **Bathroom cabinets and mirror.** Clean the shelves, walls and cabinet doors. Clean the mirror.



- ❑ **Floor drains.** Clear and clean.



- ❑ **Basin drains.** Clear and clean.



- ❑ **Stove.** Pull out the stove, open the oven and take a grip. Clean the sides, the back, the wall behind the stove, floor and cabinet sides. Clean hotplates its edges, oven and cabinets including grillplate and baking sheets. Remove handle and clean.

- ❑ **Refrigerator and freezer.** Turn of and defrost. Clean inside and outside and Under. *Turn on* the refrigerator/freezer again when you are ready.
- ❑ **Kitchen fan.** Clean inside and outside and also the filter. Sink, worktops and taps. Clean.

**Remember!**

That all equipment that was in the house when you moved in will be left there, for example curtain fittings, blinds and other items.

Drillholes in the wall should be corrected. Ask for material at the Housing Office.

One week before you move from your apartment you should make an appointment for an inspection. You make that directly at the Housing office or by telephone 018-30 25 00 or on e-mail [info@susbo.se](mailto:info@susbo.se). Inspections is only done on weekdays. The apartment must be cleaned and empty (if possible) before the inspection. Inspection means that we control the condition and cleaning of the apartment. We prefer that you are present during the inspection.

All keys belonging to the apartment must be returned to the Housing office. Remember that you will be liable for lost or missing keys.

Prices lost keys in Gälbo/Kronåsen:

Room/apartment key 1000Sek

Laundry key 300Sek

Laundrybolt 400Sek

Postbox key 300Sek

Lost keys in lilla Sunnersta

Room/apartment approximately 6000Sek

Don't forget to change your address!



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