

Checklist for pre-departure cleaning.

This is a reminder of the things you have to consider when cleaning your room and the common facilities before your departure. Cleaning of your room is your responsibility. Cleaning the common facilities is the joint responsibility of everyone who lives there.

Kitchen

- The stove should be cleaned thoroughly with an all-purpose cleaner (i.e. AJAX)
- The oven should be cleaned thoroughly with a special oven cleaner
- The refrigerator should be emptied of all leftover food and beverages and cleaned thoroughly with an all-purpose cleaner
- The freezer should be emptied of all leftover foods and defrosted. Defrost the freezer by switching it OFF and letting it defrost naturally. **During defrosting the freezer must not be left unattended, as smelting water (melted ice) can easily cause expensive water damage to the floor. Therefore do not leave the fridge/freezer turned off when you depart**, as you will be charged a large fine for any resulting damages. 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.
- Any kitchen items left behind must be cleaned thoroughly.
- The kitchen sink should be cleaned with an all-purpose cleaner and if necessary decalcified (use for example “-kalk”)
- The microwave should be cleaned with an all-purpose cleaner
- The boilers or coffee makers should be decalcified
- The counter should be cleaned with an all-purpose cleaner
- The walls above the counter and stove should be cleaned with an all-purpose cleaner
- The tables and chairs should be cleaned with an all-purpose cleaner
- The cupboards and drawers should be cleaned inside, as well as outside, with an all-purpose cleaner
- The floors should be swept and washed with an all-purpose cleaner

Bathroom/toilets

- The toilet should be cleaned with a special toilet cleaner on the interior, as well as an all-purpose cleaner on the exterior
- The sink should be cleaned with an all-purpose cleaner and decalcified
- The shower should be decalcified
- The mirror should be polished
- The floor should be washed with an all-purpose cleaner

Hallways/common areas

- Floors should be swept and washed with an all-purpose cleaner
- Tables and chairs should be cleaned with an all-purpose cleaner

Your room/bedroom

- The shelves should be cleaned with an all-purpose cleaner
- The floor should be swept and washed, or vacuum-cleaned if you have a carpet – remember to clean behind your bed and desk
- The desk and chair should be cleaned with an all-purpose cleaner. In general the room should be left neat and tidy.
- Vacuum clean the bed and top mattress.
Do not wash the bed top mattress by more than 30 degrees (if you choose to wash it). Do not tumble it. It will be damaged and you will be charged around DKK 500 for a new top mattress.

Windows

- Cleaning of the inside of the windows/balcony door