

Check-list for moving out (2 SIDES)

Room in collective - private bathroom

Bring all your belongings with you. If you had your own furniture, you must remember to remove it from your room. Do not forget your things in the storeroom, or your bike, if you have one.

Remember to return the storeroom key.

OBS! Check all the corners twice

KITCHEN

The cabin with your room number on it	Inside and outside, especially the doorknob and around it. Drawers – all surfaces, including handles. OBS: corners	
Fridge and freezer	Inside and outside, shelves and drawers. Remember the rubber seals around the doors.	
Cooking plate	Wash and clean thoroughly – everyone must clean the cooking plates before you leave for good	

Tip: Scraper and oven cleaner/jif skurekrem will make the job easier. If the glass is very dirty; spray on oven cleaner and leave for 10 minutes, scrub off with a steel scrub.

REST OF THE COMMON AREA

Floor + one part of the common area	Everyone must wash the floor the same day you move out	
	Example: the oven, extractor fan, windows, sofa, micro	

**Write what you cleaned in the white area to the left*

BATHROOM

Mirror	Use a clean cloth, preferably microfiber	
Toilet	Remember under and behind + the toilet button	
Sink	Wash the "knot" in the sink and under / around the crane	
Shower	Remember the drain. The showerhead and the shower faucet, especially <i>underneath</i> the faucet.	
Shower curtain	Machine wash on a delicate program 40°	
Bathroom tiles	Tiles in the bathrooms in general, especially in the shower and around the sink	
Light	Dust on the top of the lamp. Remember the light switch	
Surfaces	Shelf, electrical outlet etc.	
Bathroom floor	OBS: Corners and under the toilet	

Tip: Use your hand and feel the tiles, you will clearly notice soap residue on the tiles. Use chlorine spray, leave for about 10 minutes, then use a sponge with a hard surface to scrub it off, rinse with hot water. Repeat if necessary.

PRIVATE ROOM

Office-chair	The seat, especially on the back, wheels/chair-legs	
Office-desk	Surface and legs	
Electrical heater	Front and back	
Electrical outlet		
Bed-legs		
Lists and corners	Lists all around the room, OBS: corners! Remember above the window and the door, and the plank on the wall	
Window sills	OBS! Corners	
Windows	Inside	
Window outside	Windows you can open and reach from inside the room	
Closets	All shelves, corners and surfaces * do not forget the closet doors and doorknobs	
Valve	On the wall	
Light switch		
Door	Surface and doorknob on both sides	
Floor	Remember to pull out the bed and clean behind	