



## **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 functioning internet cables and routers.

### **Bedroom/Livingroom**

- 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 furniture in the accommodation (move the furniture 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.

### **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 of 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**

- You are responsible to leave the shared kitchen in good condition.
- Remove food and items from your personal cabinet. Clean cabinet and shelves, inside, outside and on top.
- Remove food from your part of the fridge/freezer and clean it in all its parts.

Have a look at these [instruction videos](#), they will help you to properly clean your accommodation!