

Appendix 1 – Cleaning checklist

What you must clean before leaving your housing

Save money – clean properly | It is your responsibility that the housing is cleared out and cleaned at your departure. If you fail to do the cleaning sufficiently, a cleaning company will be hired to do it for you at your expense.

Room

- Remove all garbage
- Wash waterproof bed cover
- Wash the duvet, pillow, and bed sheet
- Clean all surfaces
- Clean the skirtings
- Vacuum the floor – also under the bed!
- Vacuum radiators and behind them
- Clean window blinds or curtains
- Clean the windows - using a dry dishcloth and a glass cleaner ('glasrens', 'vinduesrens', or 'spejrens' in Danish)
- Wash the floor with water and soap (notice that the proper kind of soap differs according to the floor material)
- Make sure that the ceiling is clean

Bathroom*

- Remove all garbage
- Wash the shower curtain in the washing machine
- Vacuum the floor
- Clean the windows and the mirror
- Descale all surfaces - both vertical and horizontal (fixtures, toilet, sink, tiles, etc.) you might have to do it twice to make sure you have removed all the scale - using a special descaler ('kalkfjerner' in Danish)
- Clean all surfaces with hot water and soap
- Clean the toilet carefully using toilet cleaner ('toiletrens' in Danish)
- Wash the floor with water and soap
- Make sure that the ceiling is clean

Kitchen*

- Remove all garbage
- Do the dishes
- If you have your own kitchen (e.g. in studios and shared apartments), remove all kitchen equipment from cupboards and drawers (make sure to clean it, put it in bags and place them on the kitchen table)
- Clean the cupboards (inside and out)
- Empty the refrigerator/freezer, defrost it if necessary, and clean it. Please leave both refrigerator and freezer turned off and open after cleaning.
- Clean all surfaces
- Descale all surfaces - both vertical and horizontal (fixtures, sink etc.) you might have to do it twice to make sure you have removed all the scale - using a special descaler
- Clean the range hood and filter
- Clean the inside of the oven using oven cleaner ('ovnrens' in Danish) and the outside of the oven
- Vacuum radiators and behind them
- Clean the windows - using a dry dishcloth and a glass cleaner ('glasrens', 'vinduesrens', or 'spejrens' in Danish)
- Vacuum the floor
- Wash the floor with water and soap
- Make sure that the ceiling is clean

Other common areas*

- Remove all garbage
- Clean all surfaces
- Clean possible windows and radiators
- Vacuum the floor
- Wash the floor with water and soap
- Make sure that the ceiling is clean

* If you share housing, please agree with them who is cleaning what in the bathroom, kitchen, and other common areas.