

Checklist for handing back an apartment

General (cleaning) tips and tricks

The simpler way to remove adhesive and stains – thanks to our grandmothers!

- Chewing gum – use dry ice or normal ice in a plastic sack
- Wax – use blotting paper and an iron
- Descaling – use vinegar, but no acids!
- Adhesives – heat using a hair dryer
- Slightly soapy water can be used to remove most stains
- Do not use hard sponges and strong cleaning agents

Step 1: Kitchen

Hob/oven:

- Note instruction manual when cleaning (check whether oven has a self-cleaning function)
- Baking tray and grid must be free of stains and rust (otherwise they must be replaced)
- Clean out lower drawer
- Clean bottom tray
- Tips:
 - Do not allow the hob to get covered in fat/blackened
 - On some models, the knobs on the operating panel can be pulled out
 - Clean glass ceramic hobs using chrome steel polish

Dishwasher:

- Descale and clean according to instruction manual

Fridge:

- Defrost deep-freeze and fridge
- Clean ventilation grille
- Clean interior and door seal

- Tip:
 - Replace deep-freeze handle, ice cube tray, defective vegetable drawers and cracked glass panels

Steam extractor / ventilator:

- Clean or replace filter mat
- Dismantle and clean aluminium filter in advance (put in soak for approx. 24 hours)
- Tip:
 - Or simply place filter in the dishwasher

Kitchen furniture/worktops:

- Clean cupboards and drawers thoroughly, both on the inside and outside
- Remove residual adhesive
- Clean worktop including gaps
- Clean handles
- Polish chrome steel with special cleaning agent
- Remove shelf boards and clean separately
- Tip:
 - We recommend using slightly soapy water

Time required for two people to clean the kitchen together:
approx. 6-8 hours

Step 2: Bathroom

Washbasin / bathtub / shower:

- Clean washbasin
- Descale/clean bathtub and shower tray
- Unblock drains, clean plugs and feed pipes
- Clean and descale taps
- Descale showerhead and tube (replace if defective or soiled)

- Put sieves in soak in a descaling agent overnight or replace them completely
- Descale/replace tooth glasses and soap dishes
- Tip:
 - Only use vinegar to descale – no acids if possible

Walls / floors:

- Clean /descale tops and gaps
- Remove mould using anti-mould spray

WC:

- Disinfect and clean WC unit
- Disinfect and clean or replace toilet seat

Ventilator:

- Dust
- Clean or replace filter mat

Other:

- Clean boiler
- Clean built-in base unit
- Clean mirror cabinet on the inside and outside
- Remove lamp cover and clean

Time required for two people to clean the bathroom together:
approx. 2-5 hours

Step 3: (Almost) everything else

Balcony/ seating

- Wipe and brush off balcony floor and railing
- Brush off sunshades and wipe with a damp cloth
- Wash levers and crank handles
- Remove weeds

Shutters / slat blinds:

- Clean shutters / slat blinds on the inside and outside
- Clean crank arms and handles
- Replace crank holders if defective
- Clean window straps with soapy water or replace if defective

Windows:

- Clean frames with slightly soapy water
- Clean handles (do not use sharp instruments)
- Clean window panes on the outside and inside
- Tip:
 - The simplest way to clean old window panes is using newspaper

Radiators:

- Dust off the entire radiator (including the back) and clean with soapy water
- Clean valves with slightly soapy water

Wooden fittings (doors/panelling):

- Clean all wooden fittings using slightly soapy water (doors, frames, panelling)
- Clean door handles

Fitted cupboards:

- Clean with slightly soapy water on the inside and outside
- Remove individual shelf boards and clean with soapy water
- Remove cupboard paper
- Clean handles

Lighting / electrical fittings:

- Clean all sockets and switches with a damp cloth
- Remove all lamps that do not belong to the apartment
- Tip:
 - Generally speaking, lamps in the bathroom and possibly the kitchen will belong to the apartment. The lamp covers have to be dismantled and cleaned.

Time required for two people to clean a 3-room apartment together: **approx. 6-8 hours**

Step 4: Walls

- If there is mould, treat using anti-mould spray (available from chemists and DIY stores)
- Coloured walls must be painted white
- In the event of nicotine damage (smoke), the walls will be repainted at your expense
- Tips:
 - Almost all walls can be washed using a damp cloth (white) and slightly soapy water
 - Alternatively a wall rubber (available at DIY stores) can be used for cleaning purposes

Time required for two people to clean the walls together: **approx. 1-3 hours**

Step 5: Floors

Panel flooring:

- Scrub panels with soapy water

Parquet:

- Vacuum and with a damp mop using a neutral cleaning agent or slightly soapy water
- Never** apply a coat of varnish or hard wax

Linoleum and plastic floor coverings:

- Vacuum and wipe with a slightly damp mop
- Never treat with hard wax or varnish

Carpets:

- Clean and shampoo in the correct way
- Tip:
 - Organise carpet cleaning well in advance. The appropriate appliance can be hired from a DIY store

Time required for two people to clean a 3-room apartment together: **approx. 1-3 hours**

Step 5: Cellar and attic compartments

- Remove all personal items
- Do not leave anything behind
- Wipe / vacuum floors

Step 6: Don't forget!

- Remove nails from walls
- Fill dowel holes in the proper way
- Remove adhesive and hooks
- Remove all your own fittings (own wallpaper, lamps, cable clip-rails etc.)
- Empty letterbox and clean with soapy water
- Have you left any clothes in the laundry room?
- Do not leave any cleaning agents in the apartment if no further cleaning is required after inspection

Time required for two people to **clean the entire apartment**: **approx. 16-27 hours**

Have you followed our checklist? Perfect – in that case (almost) nothing can go wrong as far as the cleaning operation is concerned.

Apart from cleaning:

Give notice of your departure/sign off as follows:

- Electricity supplier
- Gas supplier
- Local authorities
- TV and internet provider
- Bank / post office
- Cancel standing order for payment of rent

Apartment inspection:

- Arrange appointment with Juwo in good time
- Bring cleaning utensils with you