

## Check list for final cleaning:

### Kitchen:

<input type="checkbox"/> fridge/freezer	defrosted / cleaned
<input type="checkbox"/> cooker	cleaned
<input type="checkbox"/> oven	cleaned
<input type="checkbox"/> extractor hood	grease filter replaced or cleaned
<input type="checkbox"/> sink	descaled / cleaned
<input type="checkbox"/> dishwasher	cleaned (including rubber seal)
<input type="checkbox"/> dishwasher sieve	cleaned
<input type="checkbox"/> fittings	descaled / cleaned
<input type="checkbox"/> tap filter	descaled (replaced if necessary)
<input type="checkbox"/> work surface	cleaned streak-free
<input type="checkbox"/> drawers	cleaned
<input type="checkbox"/> cutlery box	cleaned
<input type="checkbox"/> cupboards	cleaned
<input type="checkbox"/> front surfaces/handles	cleaned streak-free
<input type="checkbox"/> surfaces	cleaned streak-free
<input type="checkbox"/> dishes	cleaned / polished
<input type="checkbox"/> pots	cleaned / polished
<input type="checkbox"/> cooking utensils	cleaned / polished
<input type="checkbox"/> cutlery	cleaned / polished
<input type="checkbox"/> glasses	cleaned / polished
<input type="checkbox"/> kettle	descaled / cleaned
<input type="checkbox"/> coffee machine	descaled / cleaned
<input type="checkbox"/> microwave, toaster	cleaned
<input type="checkbox"/> rubbish bin	cleaned / emptied

### Bathroom:

<input type="checkbox"/> shower cubicle	descaled / cleaned
<input type="checkbox"/> shower curtain	washed / dry-cleaned
<input type="checkbox"/> bathtub	descaled / cleaned
<input type="checkbox"/> washbasin	descaled / cleaned
<input type="checkbox"/> fittings	descaled / cleaned
<input type="checkbox"/> tap filters	descaled (replaced if necessary)
<input type="checkbox"/> toilet	descaled / cleaned
<input type="checkbox"/> toilet brush and stand	cleaned (replaced if necessary)
<input type="checkbox"/> tiles	cleaned streak-free
<input type="checkbox"/> grout	cleaned
<input type="checkbox"/> mirrors	cleaned streak-free
<input type="checkbox"/> bathroom cupboards	wiped
<input type="checkbox"/> airing system	cleaned

**Bedroom, guest room, study:**

- |                          |                               |  |
|--------------------------|-------------------------------|--|
| <input type="checkbox"/> | surfaces, furniture, cupboard | cleaned                                    |
| <input type="checkbox"/> | mattress                      | vacuumed                                   |
| <input type="checkbox"/> | floor                         | swept / vacuumed (including under the bed) |
| <input type="checkbox"/> | carpet*                       | vacuumed, wet cleaned if necessary         |

**Living room:**

- |                          |   |                                    |
|--------------------------|---|------------------------------------|
| <input type="checkbox"/> | sofa, armchair*                               | vacuumed, wet cleaned if necessary |
| <input type="checkbox"/> | sofa covers*                                  | dry-cleaned if necessary           |
| <input type="checkbox"/> | surfaces, furniture                           | cleaned                            |
| <input type="checkbox"/> | electrical appliances/<br>decorative elements | dusted                             |
| <input type="checkbox"/> | carpets*                                      | vacuumed, wet cleaned if necessary |

**\*Please note: If you made any stains, please remove them or have them cleaned**

**Hallway:**

- |                          |                                    |                               |
|--------------------------|------------------------------------|-------------------------------|
| <input type="checkbox"/> | surfaces, furniture                | cleaned                       |
| <input type="checkbox"/> | storage room/<br>cleaning cupboard | cleaned /tidied/ put in order |

**All:**

- |                          |                          |                             |
|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | windows + frames         | cleaned streak-free         |
| <input type="checkbox"/> | floors/ skirting board   | swept / vacuumed            |
| <input type="checkbox"/> | doors + frames           | cleaned                     |
| <input type="checkbox"/> | radiators                | dusted                      |
| <input type="checkbox"/> | blinds/curtains/shutters | cleaned if necessary        |
| <input type="checkbox"/> | light bulbs              | please replace if necessary |
| <input type="checkbox"/> | batteries                | replaced if necessary       |
| <input type="checkbox"/> | lamps                    | dusted / cleaned            |
| <input type="checkbox"/> | light switches / sockets | cleaned                     |
| <input type="checkbox"/> | vents                    | cleaned                     |
| <input type="checkbox"/> | sider webs               | removed                     |
| <input type="checkbox"/> | rubbish                  | disposed of                 |
| <input type="checkbox"/> | washing machine          | cleaned                     |
| <input type="checkbox"/> | drum                     | cleaned                     |
| <input type="checkbox"/> | rubber seal              | cleaned                     |
| <input type="checkbox"/> | box for washing powder   | cleaned                     |

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> dryer                         | cleaned                  |
| <input type="checkbox"/> balcony / terrace             | cleaned (also in winter) |
| <input type="checkbox"/> furniture of balcony /terrace | cleaned                  |

**Laundry:**

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> pillow         | washed /dry-cleaned if necessary |
| <input type="checkbox"/> duvet          | washed /dry-cleaned if necessary |
| <input type="checkbox"/> mattress cover | washed /dry-cleaned if necessary |
| <input type="checkbox"/> bed linen      | washed / ironed / put on bed     |
| <input type="checkbox"/> towels         | washed                           |
| <input type="checkbox"/> kitchen towels | washed /ironed                   |
| <input type="checkbox"/> bath mat       | washed                           |

**We kindly ask you to return the laundry washed and ironed, even if you did not use them.**

**What else to I have to keep in mind?**

- “Decorate“ the apartment. After you have moved out, nobody else will enter the apartment. Please leave the apartment in the same condition that you would like to find at the move-in.
- Have you left the password for the internet connection in the apartment for the new tenant?
- We kindly ask you to report any defects in the apartment promptly so that they can be rectified (e.g. mould, broken electrical appliances).
- Please check all light bulbs and replace them when necessary.
- Post will be delivered as long as your name is on the letter box.

**We are happy to help you with any further questions!**

**Your Mr. Lodge Team**