



## Things to think about when moving out



We hope you've enjoyed being our tenant at Växjöbostäder. There are some things you need to think about before moving out. To make everything easier, we've put together a few cleaning tips and a checklist where you can tick off the main items.

Read it through in peace and quiet, get cleaning and tick off what you've done on the checklist!



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There are lots of things to think about when moving out.

# Moving out

## **Cooker, oven and extractor fan**

Clean the cooker rings on the hob. Clean trays and shelves too. Clean behind the cooker so that the wall, floor and the sides of the cooker are all clean. Don't forget the inside of the oven and the warming compartment. Clean the hood and filter of the extractor fan.

## **Fridge and freezer**

Defrost both the fridge and freezer. Don't use sharp objects that may cause damage. Wipe the inside, outside and door edges. Leave the doors open to allow the air in.

## **Sink unit, cupboards, walls and floor**

Wash down the draining board, sink and chopping board. Wash and dry the cupboards both inside and outside. Clean the tiles and remove any tile stickers. Clean the floor, walls, ceiling and spice rack.

## **WC**

Clean the WC both inside and outside.

## **Washbasin**

Use gentle cleaners. Don't forget the underside of the washbasin and the pipes.

## **Bathtub**

Use gentle cleaners. Remove the front panel and clean behind. Clean the floor drain too.

## **Windows and woodwork**

Clean the inside and outside of the windows and between the panes. Clean window frames, casements, skirting boards, venetian blinds and behind radiators.

## **Floors and doors**

Vacuum and wash the floors. Wash interior doors, including heads and frames.

## **Limescale deposits**

Remove limescale deposits on tiles, clinker, mats and pipes.

## **Wardrobes and cupboards**

Clean out all cupboards and wardrobes. Wash shelves, the backs of cupboards, power points and switches. Walls and ceilings should be clean of dust.

## **Garage, storage room and patio/balcony**

Empty and clean out the garage and storage room. Clean the patio/balcony. Flower beds/borders must be clear of weeds. Hedges must be clipped and lawns mown.

## **Fixed lighting**

Check that all fixed lighting in the flat, on the balcony/patio and in the storage room is working.

## **Keys**

To avoid unnecessary charges, check you have all the keys ready to hand back when it's time to leave. This includes all the keys for the flat, laundry room, garage, storage room, etc. Parking permits must also be returned.

## **Booking lock, laundry tokens and tags**

Booking lock, laundry tokens and tags must be handed in together with the keys.

## **Prepare for the inspection by:**

- Carrying out any minor repairs so as to avoid unnecessary charges.
- Ensuring that all fittings belonging to the flat, e.g. doors, hat rack, curtain brackets, bathroom cabinet, fire alarms, are present.
- Keeping your cleaning equipment to hand until the inspection has been completed, in case something needs cleaning again.



# Checklist

Get cleaning, then tick off the checklist! Make sure everything is ready for the inspection.

## Kitchen

### Cooker

- Hob
- Cooker rings, including edges
- The area behind the cooker
- Extractor fan and filter
- Spice rack
- Oven
- Trays
- Shelves
- Warming compartment
- Knobs

### Fridge, freezer and chiller

- Defrost
- Clean

### Cupboards, drawers and shelves

- Inside
- Outside
- Underside

### Kitchen, miscellaneous

- Larder
- Chopping board
- Light shades
- Power points and switches
- Doors
- Door frames
- Tops of doors
- Walls
- Ceiling
- Window, window frame, window sill
- Dishwasher
- Floor
- Skirting boards
- Radiator – including behind
- Tiles
- Worktops
- Taps
- Mixer tap

## Bathroom

- Washbasin
- Taps
- Mixer tap
- Bathtub
- Behind the front panel of the bath
- Floor
- Floor drain
- WC
- Bathroom cabinet
- Mirror
- Vents
- Light shades
- Walls and ceiling
- Shower
- Shower screens
- Washing machine
- Tumble dryer
- Pipes

## Other rooms

- Windows – inside, outside and in between
- Window frames and casements
- Radiators – including behind
- Doors – including tops of doors
- Floor
- Skirting boards
- Cupboards, wardrobes, backs and shelves
- Power points and switches
- Walls
- Ceiling
- Air inlet and outlet vents

## Other areas

- Storage room
- Garage
- Balcony
- Patio



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