

# CHECKLIST FOR CLEANING UPON RETURNING THE APARTMENT



## GENERAL (CLEANING) TIPS

Remove glue and stains easier – a heartfelt thank you to our grandparents.

- Chewing gum - use ice cubes in a plastic bag
- Wax - use blotting paper and an iron
- Descale - use vinegar, but no acids
- Glue - heat up with a hair dryer
- Stains - use slightly soapy water to remove stains
- Do not use hard sponges and strong cleaning agents

## STEP 1 — KITCHEN

### STOVE / OVEN

- Follow the user's manual when cleaning
- Baking tray and grid must be free of stains and rust (otherwise they must be replaced)
- Clean lower drawer
- Clean bottom tray

**TIPS:** – Do not oil/blacken cooking plates  
– Control knobs on the dashboard can be pulled out on some models  
– Clean glass ceramic field with chrome steel polish

### DISHWASHER

- Descale and clean according to user's manual

### FRIDGE

- Defrost freezer and fridge
- Clean ventilation grille
- Clean the interior and door seal

**TIP:** Replace the ice cube tray, broken vegetable drawers and cracked glass plates

### STEAM VENT / FAN

- Clean or replace filter mat
- Dismount and degrease aluminum filter ahead of time (soak for approx. 24 hours)

**TIP:** Simply clean filter in dishwasher

### KITCHEN FURNITURE / COUNTERTOPS

- Clean cupboards and drawers inside and out
- Remove adhesive residues
- Clean countertop including joints
- Clean handles
- Polish chrome steel with special agents
- Remove shelves and clean them individually

**TIP:** It is best to use slightly soapy water



**KITCHEN  
EXPENDITURE OF TIME:  
APPROX. 6 — 8 HOURS\***

## STEP 2 — BATHROOM

### SINK / BATHTUB / SHOWER

- Clean sink
- Descale and clean bathtub and shower
- Unclog drains and clean plugs as well as pipes
- Clean and descale faucets
- Descale shower head and hose (replace if defective or soiled)
- Soak sieves overnight in descaling agent or replace them
- Descale or replace tumbler and soap dishes

**TIP:** Only descale with vinegar, don't use acids if possible

### WALLS / FLOORS

- Clean and descale tiles and joints
- Treat mold with anti-mold spray

### TOILET

- Disinfect and clean the toilet system
- Disinfect and clean or replace the toilet seat

### VENTILATION / FAN

- Dust the ventilation
- Clean or replace filter mat



# CHECKLIST FOR CLEANING UPON RETURNING THE APARTMENT

Ausbildung dank Wohnraum  
Jugendwohnnetz JUWO

# JU WO



## OTHER

- Clean boiler
- Clean built-in cabinet with soapy water
- Clean mirror cabinet inside and out
- Remove and clean lamp cover



**BATHROOM**  
EXPENDITURE OF TIME:  
APPROX. 2 — 5 HOURS\*

## STEP 3 — (ALMOST) EVERYTHING ELSE

### BALCONY / SEATING AREA

- Wipe and brush balcony floor and balustrade
- Brush and wipe sun blinds
- Wash levers and crank handles
- Remove weeds

### (ROLLER) SHUTTERS / SLAT BLINDS

- Wash roller shutters / slat blinds / shutters inside and out
- Wash levers and crank handles
- Replace crank holders if defective
- Clean window straps with soapy water or replace if defective

### WINDOWS

- Wash frames with slightly soapy water
- Clean handles (no sharp utensils)
- Clean windows inside and out

**TIP:** Old windows are most easily cleaned with newspaper

### RADIATORS

- Dust the whole radiator (including the backside) and wipe with slightly soapy water
- Wash Danfoss-Valves with slightly soapy water

### WOODWORK (DOORS / PANELING)

- Wipe all woodworks (doors, frames, paneling) with slightly soapy water
- Clean door handles

### BUILT-IN CABINETS

- Clean built-in cabinets inside and out with slightly soapy water
- Remove individual shelves and clean aswell with slightly soapy water
- Remove cabinet paper
- Clean handles

### LIGHTING / ELECTRICAL SYSTEM

- Clean all sockets and switches with a damp cloth
- Remove all lamps which do not belong in the apartment

**TIP:** mostly the lamps in the bathrooms and possibly the kitchen belong to the apartment. The lamp covers must be dismantled and cleaned



**EVERYTHING ELSE**  
EXPENDITURE OF TIME:  
APPROX. 6 — 8 HOURS\*

## STEP 4 — WALLS

- If mold is present, treat it with anti-mold spray (available in hardware stores and pharmacies)
- Colored walls must be painted white upon move-out
- In case of nicotine damage (smoke) the walls will be repainted at your expense

**TIP:** – almost all walls can be cleaned with a damp cloth (white) and slightly soapy water  
– alternatively, you can also clean them with a “wall eraser” (available in hardware stores)



**WALLS**  
EXPENDITURE OF TIME:  
APPROX. 1 — 3 HOURS\*

## STEP 5 — FLOORS

### TILES

- Scrub tile floors with soapy water

### HARDWOOD FLOORS

- Vacuum and damp clean with neutral detergent or slightly soapy water
- Never cover with a layer of varnish or hard wax

### LINOLEUM AND PLASTIC FLOORING

- Vacuum and wipe with a slightly damp cloth
- Do not treat with hard wax or varnish

# CHECKLIST FOR CLEANING UPON RETURNING THE APARTMENT

## CARPETS

- Clean and shampoo professionally

**TIPP:** Organize early enough - appropriate equipment can be borrowed from hardware stores



FLOORS  
EXPENDITURE OF TIME:  
APPROX. 1 — 3 HOURS\*

## TIME EXPENSES FOR CLEANING THE WHOLE APARTMENT APPROX. 16 — 27 HOURS\*

\* ALL TIMES REFER TO A 3-ROOM APARTMENT,  
CLEANED BY 2 PERSONS

## HAVE YOU FOLLOWED THIS CHECKLIST?

Perfect, so (almost) nothing can go wrong in terms of cleaning.

## STEP 6 — CELLAR AND ATTIC COMPARTEMENTS

- Remove all items
- Do not leave anything in the general premise
- Wipe and vacuum the floors

## STEP 7 — DO NOT FORGET!

- Remove nails from walls
- Close dowel holes professionally
- Remove glue and hooks
- Dismantle all your own installations (wallpaper, lamps, cable rails, etc.)
- Empty your mailbox and clean it with soapy water
- Clear all your clothes from the laundry room

## ALL AROUND THE MOVE OUT

### DEREGISTER / REGISTER WITH FOLLOWING COMPANIES

- Residents' Registration Office
- TV and internet provider
- Bank / post office
- Cancel your standing order of rent

## APARTMENT INSPECTION

- Arrange your appointment with JUWO early enough
- Bring cleaning utensils with you for possible subsequent cleaning

