

Vardatun;

Checklist for Moving Out

5 days before you plan to leave you should contact us to make an appointment for inspection. We recommend you to do the inspection together with our staff to make sure it is approved and no extra work or charges will be made. The deposit will be returned after the room is approved, keys and laundry card are returned. Make sure we have the correct account no to make the transaction of the deposit.

**You make the appointment for inspection with our staff at Vardatun:
mobil 908 53 014**

Cleaning:

Here are some tips/suggestions for checking and cleaning when moving out. When inspecting the dorm/apartment we will check the following:

Dorm/apartment. (We suggest that you cross off as you complete the list.)

- Desk and other tables (for example nightstands) are cleaned.
- Chairs are cleaned/vacuumed.
- Bunks/beds/matresses are cleaned/vacuumed.
- Bookshelves and lamps are cleaned.
- Floor and mouldings/skirtings are cleaned.
- Wall is cleaned (NB! Remove footprints under desk/bunk).
- Ceiling is cleaned.
- Wardrobes are cleaned on top, inside and outside.
- Doors and handles are cleaned.
- Basin and tapware are cleaned, if you have a basin.
- All windows are cleaned on the inside; reversible windows are cleaned on the outside.

Bathrooms/toilets

- The shower is completely cleaned, including the doors.
- Mirror, washstand, basin, tapware, closet and toilet are cleaned.

Floor, walls, ceiling, doors, door handles and any other surfaces are cleaned.

Shampoo bottles, soaps and toiletries are removed.

NB! Hair clogs etc are removed from the drain and it is cleaned.

Common hallway

Floor, walls, ceiling, door, door handles and closets are cleaned.

Store room and closets are cleared and cleaned (empty boxes are removed).

Common kitchen

Drawers and cabinets are emptied – no food left in them, please.

Drawers and cabinets are cleaned

Refrigerator and freezer is emptied and cleaned.

Stove is cleaned properly (on top AND inside the oven)

Kitchen ventilator is cleaned (remove the filter and clean)

Arrange the cleaning of the common areas with the other tenants.

Result:

- You do not have to do extra work when you are leaving.
- You may leave when planned.
- A pleasant first impression for the new tenants.

This is only meant as a “helpful guide” when you are moving out. We reserve the right to make changes.

Do you have any questions? Please contact us at bolig.haugesund@sammen.no

Best regards

Birgitte,

Student Welfare Organization

Residence Office