

Checklist for pre-departure cleaning.

This is just a reminder of the things you have to consider when cleaning your room and the common facilities before your departure. The cleaning of your room is your responsibility and the common facilities are the responsibility of everybody.

Kitchen

- The stove should be cleaned thoroughly with an all-purpose cleaner (i.e. AJAX)
- The oven should be cleaned thoroughly with a special oven cleaner
- The refrigerator should be emptied of all leftover food and beverages and cleaned thoroughly with an all-purpose cleaner
- The freezer should be emptied of all leftover foods and defrosted. (Defrosting procedure: the fridge needs to be switched OFF during the defrosting process. **During defrosting the fridge must not be left unattended as the water (melted ice) can easily cause expensive water damage to the floor.** After the ice is melted down and the fridge is dried/cleaned with a cloth you need to turn ON the fridge and put it on the lowest setting, and close the door.)
- The kitchen sink should be cleaned with an all-purpose cleaner and if necessary decalcified (use for example “-kalk”)
- The microwave should be cleaned with an all-purpose cleaner
- The boilers or coffee makers should be decalcified
- The counter should be cleaned with an all-purpose cleaner
- The walls above the counter and stove should be cleaned with an all-purpose cleaner
- The tables and chairs should be cleaned with an all-purpose cleaner
- The cupboards and drawers should be cleaned inside, as well as outside, with an all-purpose cleaner
- The floors should be swept and washed with an all-purpose cleaner

Bathroom/toilets

- The toilet should be cleaned with a special toilet cleaner on the interior, as well as an all purpose cleaner on the exterior
- The sink should be cleaned with an all-purpose cleaner and decalcified
- The shower should be decalcified
- The mirror should be polished
- The floor should be washed with an all-purpose cleaner

Hallways/common areas

- Floors should be swept and washed with an all-purpose cleaner
- Tables and chairs should be cleaned with an all-purpose cleaner

Your room/bedroom

- The shelves should be cleaned with an all-purpose cleaner
- The floor should be swept and washed, or vacuum-cleaned if you have a carpet – remember to clean behind your bed and desk
- The desk and chair should be cleaned with an all-purpose cleaner
- In general the room should be left neat and tidy.