



KOLLEGIEKONTORET | AARHUS

Cleaning and repair when moving out

Applies to all the estates of Kollegiekontoret

When you move out of your residence, the caretaker will conduct an inspection so the residence can be made ready for the next tenants. For this reason, the inspection is very thorough, as new tenants don't wish to move into a deficient or dirty residence.

The inspection is also used to determine if there are any damages or if you have failed to maintain the standard. If so, you will be charged the costs of repair.

The following is a list of some of the areas the caretaker will inspect.

General

Keys, access tabs and wash cards

Return keys, access tabs and any wash cards.
If any keys are missing, the lock will have to be replaced.

Outer door/entrance door

The outer door/entrance door must function normally (be able to close properly, functioning locks, etc.). Minor scratches and the like are acceptable.

Doors inside

The doors inside must be functioning (be able to close completely, key for the lock, etc.). Minor scratches and the like are acceptable.

Holes in the walls and ceilings

Rawlplugs must be pulled out. All holes be repaired/sealed off.
Repairs should be done by a professional when moving out, as a incorrect/unsatisfactory attempts to repair/seal them are often more expensive than simply having them repaired by a professional.

Vent jets and fresh air vents

Must be cleaned off and be intact and functioning.

Installations

All installations (the RCCB, doorbell and permanent lighting) must be functioning and not damaged.

Sockets and other electrical installations must be intact and unpainted.

Woodwork

Woodwork (wall bases/doorways) must be cleaned and unpainted.

Inventory

Only the inventory that belongs to the type of residence must remain.

This means that lofts, shelves, cabinets and hooks that don't belong to the residence have been removed. If not, the costs of repairing holes or the like are fined to the tenant.

The standard inventory must not have damaged doors, etc.

Wardrobe

Wardrobes must be cleaned on the inside and the outside – this also includes the top of the wardrobe and any drawers.

Windows

Knobs/handles etc. on windows must be intact.

The windows must be washed inside and outside.

There may be areas where it is not possible to wash the windows based on safety issues, lack of access or wrong configuration. These are exceptions.

Curtains

The curtains must be cleaned of dirt and dust. They must be intact and functioning – and if they have been replaced, they must be correct manufacturer.

Radiator

The radiators and vents must be cleaned of dirt and dust – also in between the wall and the radiator.

TV and internet

Any loose equipment must be returned.

Storage room

The storage room must be emptied and the keys and lock must be returned.

Mailbox

The mailbox must be emptied and the keys returned.

The mailbox must be cleaned and any stickers must be completely and carefully removed so it is not scratched.

Balconies

The balcony must be cleaned (including the removal of moss).

If the residence in question is on the ground floor, any existing French balconies must be checked for protection, which must be in place and installed on the building.

Hallway/weather porch

Floor

The floor (wood/carpet/felt/linoleum) must be clean and free from dirt – this includes paint, hair, stains, candle wax and burn marks. Remember also to clean the skirtings.

For double rooms

The tenant who moves out has the cleaning duty.

If there are any damages/failures to maintain the residence or if any inventory has been installed, it is the tenant who is moving out that is responsible for the costs of returning the residence to standard form, unless the tenant moving out has signed a statement with the remaining tenant, on which it states that the expenses will be covered by the remaining tenant.

Bathroom

Walls

The walls (tiles/vinyl/painted) must be cleaned of lime scale and dirt.

Any painting must be done by a professional.

Any damaged tiles or vinyl must be requested.

Flooring

The floor (tiles/vinyl/terrazzo) must be clean and free from lime scale.

The floor must not have any holes or other damages.

Ceiling

The ceiling must be clean.

No holes are allowed in the ceiling.

Any painting must be done by professionals.

Sink and toilet

The sink and toilet must be cleaned of lime scale and dirt. Cleaning also applies to underneath the sink and the drain trap under the sink.

The toilet seat must be attached and without any damages.

There must not be any damages to the sink.

Fixtures

Fixtures (shower- and sink-fixtures) must be cleaned of lime scale – including underneath.

The tap aerator and showerhead must be lime scale-free so a steady stream of water appears when it is turned on.

Mirror

The mirror must be cleaned of lime scale and dirt.

Floor grate and drain

The floor grate must be cleaned and free from lime scale and dirt. If it is a detachable grate, the drain must be clean as well.

Inventory

Only the inventory that belongs to the type of residence must remain.

This means that shelves, cabinets, hooks and shower curtains (including the shower curtain pole) that don't belong to the residence must be removed. If not, the costs of repairing holes or the like are fined to the tenant.

The standard inventory must not have damaged doors, etc.

Shower curtain

The shower curtain must be clean and newly washed.

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Kitchen

Walls

The walls (incl. the tiles or backsplash over the counter top) must be clean.

There must not be any holes in the walls.

Any damaged wall tiles must be requested.

Floor

The floors (linoleum/wood) must be clean and free from dirt.

If wooden floors, the lacquer must be intact. Wooden floors where the surface (lacquer) doesn't appear intact must be repaired. Minor scratches in the floors in acceptable.

Ceiling

The ceiling must be clean,

There must not be any holes in the ceiling.

Kitchen appliances

The kitchen appliances (refrigerator/freezer/stove/oven/exhaust) must work.

The kitchen appliances must be clean and free from dirt on all inside and outside surfaces.

The freezer must be defrosted and cleaned.

Clean the exhaust hood – including the filter.

Clean the oven – including the trays, shelves and drawer.

The number of trays and shelves must be correct.

Clean the hotplates.

Clean behind the stove and refrigerator/freezer.

Fixtures and sink

The fixtures and sink must be free from lime scale. They must also be clean underneath.

The tap aerator must also be lime scale-free so the water runs evenly.

The sink plug must be present.

Kitchen inventory

Cabinets and drawers must be cleaned on the inside and outside.

The trash holder must be present and clean.

The counter top must be intact without damages to the surface in the form of laminate damages (cutting marks, scratches and burn marks).

Scrubbing lists must be attached.

Only the standard inventory may remain.

This means that shelves, cabinets and hooks that don't belong to the residence must be removed.

For double rooms

The tenant who moves out has the cleaning duty.

If there are any damages/failures to maintain the residence or if any inventory has been installed, it is the tenant who is moving out that is responsible for the costs of returning the residence to standard form, unless the tenant moving out has signed a statement with the remaining tenant, on which it states that the expenses will be covered by the remaining tenant.

Room

Walls

The walls must be clean and free from dirt.

There must not be any holes in the wall.

Floor

The floor (wood/carpet/felt/linoleum) must be clean and free from dirt – this includes paint, hair, stains, candle wax and burn marks.

Wooden floors where the surface (lacquer) doesn't appear intact must be repaired at the expense of the tenant. Minor scratches in the floor are acceptable.

Ceiling

The ceiling must be clean.

There must not be any holes in the ceiling.