

MOLTKEVEJ 8

MAIN CLEANING SPRING AND AUTUMN

The inspection will be carried out on xxx - unless you have made an appointment with us before this date. Appointments can be made on weekdays during the caretakers working hours. **We strongly recommend that you attend the inspection.**

IMPORTANT If any cleaning tasks are not approved during the cleaning control a follow-up control will be scheduled. If nothing else is arranged, this control will be planned for 3 days later. Are there still tasks that cannot be approved, a cleaning company will be ordered to do the cleaning for you and the expense will be required from the resident/residents that did not get the cleaning approved.

- **UNIVERSAL RENGØRING** is for everything except the floor
- Glass parts on windows and doors must be cleaned with **TOTAL PUDS**
- **TOTAL GULVVASK** is for the floors

Lacking cleaning supplies must be picked up before the cleaning starts.

According to the house rules, §2 subsection 5, all residents are obligated to participate in a thorough cleaning twice a year:

Subsection 5. Twice a year all residents are obliged to participate in deep cleaning of the common rooms. The cleaning day is held biannually according to a plan delivered by the caretaker and next day the inspector and/or the caretaker will inspect the common rooms. If the cleaning is not properly performed the caretaker is authorised to order a cleaning service on the account of the kitchen/the corridor/the residents.

The cleaning must follow this plan

	Approved	
	NO	YES
ST.TV - Front end of the bike room		
Remove spider web		
Clean the walls		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep the floor		

	Approved	
	NO	YES
1.MF - Hallway		
Remove spider web		
Clean the walls		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep the floor		

ST.MF - Entrance		
Remove spider web		
Clean the walls		
Clean the Radiator		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Clean Doormat and under it		
Sweep and wash the floor		

1.TH - Back entrance		
Remove spider web		
Clean the walls		
Clean the Radiator		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Clean Doormat and under it		
Vacuum the floor		

ST.TH - Drying room		
Remove spider web		
Clean the walls		
Clean the Radiator		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep the floor		

2.TV - Stairway		
Remove spider web		
Wash the railing		
Clean lamps, walls & doorframes		
Sweep and wash the stairway		

1.TV - Laundry room		
Remove spider web		
Clean the walls		
Clean sink and tap		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep and wash the floor incl. drain		

2.MF - Trolley room		
Remove spider web		
Clean the walls		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep the floor		

2.TH - Far end of the bike room		
Remove spider web		
Clean the walls		
Clean and wash the window inside and outside		
Clean up and remove stuff without an owner.		
Sweep the floor		

The cleaning blueprint

