

Guidelines for the preparation of the list of defects

Valid for Ravensbjerg Kollegiet

You have now received the keys to your residence and a brief introduction to the various practical conditions related to moving in.

Before you begin the actual moving in, we ask that you look through the residence to see if there are any damages or deficiencies. In order to avoid being held responsible for damages or defects that may have existed before you moved in, it is important that you inspect your new residence prior to moving in.

If you have any comments, please note it on the digital list of defects at the latest 14 days after the beginning of your tenancy according to the lease.

The below may be helpful in order to know what you have to be aware of.

General

Keys and key cards

Check that you have received the number of keys as outlined in the inspection report.

Apartment door/door to the room

The apartment door/the door to the room should be in full functioning condition (close completely, the cylinders work, etc.) Minor scratches and the like are acceptable.

Doors within the apartment

The doors within the apartment should be in full functioning condition (close completely, keys for the locks, etc.) Minor scratches and the like are acceptable.

Holes in the walls or ceilings

Must be repaired/sealed off.

Ventilation jets and fresh air vents

Must be cleaned, intact and fully functioning.

Installations

All installations (fixed 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.

Closets

Closets must be cleaned on the inside and outside. This includes the top of the closet as well as any drawers.

Furniture

Some rooms may be furnished with furniture that the previous tenant has borrowed from the hall of residence.

Make sure the furniture present in the apartment/room is the same listed as on the furniture list.

If the apartment/room has a bed, there must also be a new top mattress in a sealed bag (if the seal has been broken, the mattress can't be returned).

Important: any damages to the bed or mattress (such as stains) must be registered on the list of defects, so you aren't held responsible when you move out.

If you don't wish to keep the furniture that your apartment/room may have, return it/them to the furniture storage (see the opening hours on the website of the hall of residence).

Windows

Handles/window locks for windows/hatches must be intact.

The windows must be cleaned on the outside and inside.

Note: There may be places where it is impossible to clean the outside of the window(s) due to safety hazards, such as lack of access or building structure. These areas do not need to be cleaned from the outside.

Blinds

The blinds must be cleaned of dirt and dust, and they must be intact and fully functioning.

Radiators

Radiators and vents must be cleaned of dirt and dust – also between the wall and radiator.

Lumber rooms

The lumber room must be cleared of items.

The mailbox

The mailbox must be clean and any stickers removed carefully so the mailbox is not scratched.

Balconies

Balconies must be cleaned (including the removal of any moss).

Bathroom

Walls

The walls (tiles/painted areas) must be clean and without lime scale and dirt.

There must not be any holes in the walls.

Floors

The floors (tiles/terrazzo) must be clean and without lime scale and dirt.

Ceiling

The ceiling must be clean.

There must not be any holes in the ceiling.

Sanitary appliances

Sanitary appliances (sink and toilet) must be clean and without lime scale and dirt. Clean

underneath the sink and the drain trip under the sink.
The toilet seat must be fastened and must not be damaged.
There must not be any damages to the sink.

Fixtures

The fixtures (the shower fixture and sink) must be clean and without lime scale – including under the sink.

The aerator/filter and the shower head must be clean and without lime scale so the water runs smoothly.

Mirror

The mirror must be clean and without lime scale and dirt.

Floor grate and drain

The floor grate must be clean and without lime scale and dirt. If the grate is removable, it must also be cleaned.

Inventory

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

This means that shelves, cabinets, hooks and shower curtains (incl. the shower curtain rod) that do not belong to the inventory of the type of housing must be removed. Any costs related to removing these items and repairing any damages/holes in the wall will be billed to the tenant.

All standard inventory must be cleaned, intact and fully functioning.

Kitchen (Moltkesvej)

Walls

The walls (or back splash above the kitchen counter top) must be clean.
There must not be any holes in the walls.

Floors

The floors (linoleum/wood) must be clean.

For wooden floors, the lacquer must be intact. Wooden floors where the surface (lacquer) is not intact, has to be repaired. Minor scratches in the floor are acceptable.

Ceiling

The ceiling must be clean.
There must not be any holes in the ceiling.

Kitchen appliances

Kitchen appliances (refrigerator/freezer/hot plates/oven/kitchen hood) must be functioning.
Kitchen appliances must be clean on all outer- and inner-surfaces.

The kitchen hood filter must be clean.

The oven, oven sheets, grates and drawer must be clean.

The number of oven sheets must fit the standard for Ravnsbjerg (1 deep pan/2 sheets/1 grate).

The hot plates must be clean.

Clean behind the oven and refrigerator/freezer, too.

Fixtures and sink

The fixtures and sink have to be clean and without lime scale. Remember to clean under the sink as well.

The aerator/filter and the shower head must be clean and without lime scale so the water runs smoothly.

Kitchen inventory

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

The trash holder must be in its place and clean.

Counter tops must be intact and without scratches on the surface – this means damages to the laminate such as cutting marks, scratches, burn marks, etc.

Kitchen top mouldings must be attached.

Only the housing type's standard inventory must remain.

This means that shelves, cabinets and hooks that aren't standard to the housing type must be removed at the expense of the tenant, including if there are damages/holes in the walls.

Kitchen (Risdalsvej)

Kitchen inventory

The personal kitchen cabinet must be cleaned on the outside and inside.

Refrigerator

The personal refrigerator must be cleaned on all outside and inside surfaces.

Room

Walls

The walls must be clean and without dirt.

There must not be any holes in the walls.

Floors

The floors (wood/carpet/linoleum) must be clean and without dirt (incl. paint, hair, stains, candle wax, fire damages).

For wooden floors, the lacquer must be intact. Wooden floors where the surface (lacquer) is not intact has to be repaired at the tenant's expense. Minor scratches in the floor are acceptable.

Ceiling

The ceiling must be clean and without dirt.

There must not be any holes in the ceiling.