



Checklist: Cleaning

Kitchen

- Clean and dry off kitchen cupboards.
- Remove contact paper from cabinets and drawers.
- Replace defective latches and hinges.
- Remove drawers and clean them; clean the guide rails, dry off.
- Polish door handles and doorknobs.
- Clean and polish chrome-plated steel covers with special cleaning agents.
- Replace defective cooktop hobs.
- Clean baking sheets and oven racks, replace if necessary.
- Place the user manual in the oven.
- Refrigerator/deep freeze: turn off unit, thaw out. Clean the racks and containers well and dry them off. Leave the door open.
- Clean the ventilation grills.
- Replace any defective rubber gaskets.
- Place the user manual in the refrigerator.
- Exhaust fan: clean the grease filter, replace if necessary.
- Dishwasher: Clean the strainer, baskets, containers and rubber gaskets and then dry them off. Replace defective parts.
- Place the user manual in the dishwasher.
- Clean electrical switches and outlets. Caution: washcloths should only be only slightly damp!



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Bathroom and WC

- Clean the bathtub, shower basin & washbasin with mild soapy water and polish them afterwards.
- Clean the washbasin trap.
- Remove any spots with scale build-up using special cleaning vinegar (possible substitute: white vinegar).
- Clean mirrored cabinets and the mirrors.
- Clean the water taps. Clean off spots with scale build-up using cleaning vinegar, if necessary coat with special cleaning agents and afterwards neutralise with water.
- If the water taps are dripping, replace the rubber gaskets.
- Screw off the nozzles and remove any scale build-up.
- Replace broken bathroom glasses.
- Clean the shower hose thoroughly, remove scale build-up from the shower head, replace defective parts.
- Remove and clean the overflow cap in the bathtub, replace if defective.
- Thoroughly clean the WC bowl and rim, possibly replace toilet seat for hygienic reasons.
- Thoroughly clean the ventilation fan's grill and cover.

Walls and ceilings

- Dust off walls with a dry cloth.
- Remove all dust and spiderwebs from the ceiling.
- If necessary, have damaged wallpaper replaced by a specialist.
- If necessary, have dirty or yellowed walls painted over with emulsion paint.
- Fill in drill holes with special filling compound (in an emergency, white toothpaste can also be used).



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Windows

- Unscrew double-glazed windows and clean all four surfaces. If necessary, use an ammonia-based cleaning agent.
- Leave windows open one to two hours so that they can dry out well and no condensation builds up.
- Clean roller blinds (each slat) and shutters from the inside and whenever possible also from the outside with warm water and cleaning agent, afterwards rinse off with clean water.
- Polish curtain rods and fittings.
- Clean off roller shutters and slats on blinds with a dry cloth.
- Treat wooden blinds with oil. Caution: do not use any aggressive, alkaline cleaning agents!
- Brush off sun shades, wash if necessary.

Floor surfaces

- Shampoo and suction dry fitted carpeting and needle felt (rent special equipment, e.g. from a chemist's shop).
- Remove stubborn spots with special cleaning agent.
- Treat sealed parquet flooring with warm, lightly soapy water and if necessary with special cleaning agent and then let it dry off. Caution, do not use excess water!
- Carefully remove glue residue from tape on carpeting.
- Treat floor tiles in bathrooms and kitchens with wet cloths, remove any scale build-up with a special cleaning agent.



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Miscellaneous

- Thoroughly clean woodwork such as door frames, doors, window frames, curtain boxes, etc. and dry it off.
- Thoroughly remove dust from radiators and clean them.
- Thoroughly wash out built-in cabinets or wardrobes and dry them off, remove any contact paper.
- Wash the basement storage area, clean any shelving and let everything dry.
- Clean the letter box, milk box and doorbell, remove nameplates.
- Do you have all the room keys? If necessary, have missing keys replaced.
- If the event there the tenant made alterations to the apartment such as painting the walls a different colour, built-in fixtures, etc. and if nothing otherwise has been agreed with the landlord, everything must be put back into its original state.