

Check List Before Departure

- Make sure all rental invoices are settled.
- If you have registered with the Swedish tax office: change/terminate your official address in Sweden.
- Empty your mailbox.
- Clean the room according to the checklist below.** Start in good time, it generally takes longer than you would think!
- Note that there is lime in the Uppsala water and that lime deposits build up over time. Use an eco-labeled lime-dissolving agent to clean bathroom and kitchen. Pay special attention to the walls in the shower and sinks.
- Take out all garbage.
- Empty all personal belongings from the room.
- Give or throw away any items that you don't want to bring with you, e.g. to charity or a friend. Only the things included in the room should be left in the room after departure.
- Don't leave food in the room or in the common kitchen.
- Return the keys to the right place at the right time.

Check List for Cleaning

Kitchen/your part of a common kitchen

- Clean the microwave oven.
- Clean the refrigerator and the freezer, defrost if necessary.
- Clean all cabinets, shelves and drawers, inside and outside.
- Clean the sink, the stove and the tile. If you have induction – do not use any cleaning method that may scratch the surface.
- Clean all cutleries, porcelain and kitchenware.

Bathroom

- Clean the mirror.
- Clean the sink.
- Clean the toilet.
- Clean bathroom cupboard.
- Clean the tile, especially around the shower – be careful to wipe all lime away.
- Clean the shower handle.
- Wipe the shower curtain.
- Clean the drain, outside and inside. Remove all hair and dirt.
- Clean the floor.

General

- Wipe the doors.
- Wipe the closet.
- Clean all tables and chairs.
- Clean the windows - all four sides of the double window panes.
- Wash pillow, quilt and mattress cover.
- Vacuum and clean the floor, remember under the bed and behind the desk.
- Make sure the light bulbs in the accommodation are working.