

# On your marks, get set... clean!

Your cleaning checklist – so everything's spick and span.

## Kitchen

Task	Tip
Taps	Taps and seals need to be descaled and cleaned.
Hotplates/ceramic hobs/gas hobs	Check for cracks, bulges and scorch marks. Make sure to clean the dials, too. Note: hotplates should not be greased on them.
Oven/steamer/microwave	Thoroughly clean the inside of the oven, the inside and outside of the door and the hinge. Also make sure that the pilot light and inner light work.
Oven trays and wire racks	Check to make sure they're all there, remove rust and clean.
Steam vent	Please replace filter pads or the activated charcoal filter. Make sure you use the right size. Metal filters can be cleaned.
Drains	Unblock drains. Leave the drain cleaner to work; wait 30 minutes before rinsing with water.
Fridge	Is everything present and correct? Check your handover report, which should usually list ice cube trays, egg cups and glass shelves. All the shelves, drawers and doors should be cleaned inside and out.
Freezer	Defrost your freezer 2 days before your clean. Note: this could drip water as it thaws. Put a towel on the floor. Clean all the elements. To stop things smelling, turn off the fridge and leave the doors open.
Cupboards/drawers	Clean inside and out, top and bottom. It's easier if you take the shelves out of any cupboards.
Dishwasher	See the manufacturer's instructions.
Waste/rubbish	The waste facilities need to be intact and in perfect condition. Please clean them thoroughly.

## Bathroom/loo

Task	Tip
Shower head and hose	Does your shower head drip? Is there a leak in the hose? Replace them with originals. If you're not sure which model you have, ask your Livit advisor.
Shower	Descale and clean the grouting, tiles and shower rod. Ensure you unblock the drain.
Sinks/washbasins	Check for cracks and let your Livit advisor know if there are any. Make sure all the plug stoppers are there.
Tooth mugs/soap dishes/mirrored cabinet	Check they are complete and descale. Replace damaged glasses and soap dishes. Broken a glass? Please tell your Livit advisor.
Toilet	Are there urine stains on the toilet seat? Replace it with one by the same brand. The toilet bowl and cistern should be descaled and cleaned.
Bathtub	Descale the tub, unblock the drains and clean it. Make sure the plug stopper is there, too.
Fan	Either vacuum clean or replace if required.

## Outdoors

Task	Tip
Letterbox and milk box	Wipe clean to remove pollen and dust from the letterbox. Remove any 'no advertising' stickers.
Windows	For a clear view: clean your windows inside and out using a Kärcher window cleaner, for example. Dry the panes to avoid spots of limescale forming.
Shutters	Use a pair of grill tongs and two sponges to clean them quickly. Bonus tip: clean the shutters before you clean the windows.
Balcony/terrace	Remove spiders' webs from awnings and handrails. Clean handrails and floors thoroughly.
Parking space	Sweep clean.

## General

Task	Tip
Mop the floor	Does your home have parquet, laminate or stone floors? Make sure you use the right cleaner. Don't forget to dust and wipe the skirting boards.
Carpets	You can rent a professional carpet-cleaner or have the carpets cleaned professionally. Check what's in your lease.
Windows	Window cleaner does a great job. Here, too, drying off the windows helps avoid smears and smudges. Don't forget the handles, frames and windowsills.
Washing machine/dryer	Is there a washing machine and dryer in the property? Clean them in line with the manufacturer's instructions.
Fireplace	If you have a fireplace, ask your Livit advisor how to proceed. The responsibility for cleaning it is usually set out in the lease.
Cellar/attic	Empty and sweep clean.
Doors	Wipe with a damp cloth inside and outside. Don't forget the handles.
Built-in cupboards	Remove shelves for cleaning and clean cupboards inside and out.

Task	Tip
Return to original condition	Anything you've added yourself, nails, dowels and screws are to be removed. Have holes filled by an expert. The walls need to be in the original condition. If you've come to an arrangement for the handover with the tenant moving in after you, have this confirmed in writing.
Walls	Check there are no more holes. Remove spiders' webs and any dust.
Boiler	Check the label on the boiler with the descale date and ask your contact person how to proceed.
Radiators/heaters	Radiators are easy to clean with lukewarm soapy water and a cloth.
Plugs/light switches	Plugs and light switches must be cleaned carefully. Please turn off the electricity to them beforehand.
Fan	Is the property a Minergie apartment? If so, replace the filters in the ventilation shafts. Ask your advisor which is the right filter to use.

## Key information

### What

Cleaning company

### Why

If there's an issue with the cleanliness of the apartment, you, as the tenant, are liable – so make sure your cleaning company comes with an acceptance guarantee. The company needs to be there at the handover and have cleaning equipment to hand.

Reductions in value and other costs

Reductions in value mean that the damage to an item has reduced how much it is worth. The item might still work, but its lifespan has been reduced, so it needs to be replaced sooner. This is where the costs of any reductions in value come into play. Additional costs could also be incurred in the following ways:

- If you lose a key, all the cylinders need to be replaced.
- Visible holes need to be repaired by an expert.
- If people smoked in the property, this creates nicotine residue on the walls. You need to use a special nicotine paint to remove them.
- If a TV socket was installed at your request, the lease states that you are responsible for de-installing it.
- You have to pay for any original components that are missing or broken (e.g. tooth mugs, shower hoses).

We hope your move is a stress-free experience! Livit