WC
- Clean the basin and the toilet seat after each use if necessary
- Clean and descale the washbasin, the toilets basin, the toilet seat and the floor each week
- Replace the toilet seat if necessary

Common rooms
Regular maintenance of the common rooms:
Hall, kitchen, living room, balcony/terrace
- Keep the rooms clean and tidy
- Clean regularly the floors, baseboards, doors, windows (as well as their frame), blinds and radiators.
- Replace the faulty bulbs
- Regularly dispose of the waste (paper, pet, glass)
- Unclog the outflow
- Eliminate the insects and rodents

What to do in case of damage?
- Inform the housekeeper
- Contact directly Apartis on the website www.apartis.ch, and choose the breakdown report

As per the general conditions of lodging and the renting rules, the tenant has to:
- Keep his/hers accommodation in a good shape and cleaned
- Clean and tidy up the common areas (hall, kitchen, bathroom, WC, balcony, terrace) understanding with the roommates.
- Remedy at his/her expense to the damage which can be eliminate with small works of repair. (please read the instructions in the next pages).

We recommend you to establish, understanding with you roommates, a weekly schedule for the cleaning and disposing of the waste. A common found for the maintenance fees should also be organized (cleaning products, filter for the bathroom, repairs at your expenses, ...).

With regular maintenance and cleaning, you contribute to yours and your roommates well-being.
You’re also avoiding important fees at the end of your contract.

Important: Regular means once a week!

Thanks for your good collaboration!
Room

- Regular maintenance of the room
  - Vacuum and scour the floor regularly
  - Dust the ceiling, walls, radiators, ... at regular intervals
  - Clean the windows, windows' shelves, blinds at regular intervals
  - Replace the broken electrical sockets, switches and windows

Bathroom

- Regular maintenance of the bathroom
  - Clean regularly the floor, the door, the tiles and the window

Washbasin and medicine cabinet:
- Clean and descale the washbasin regularly
- Clean and descale the water tap regularly
- Replace soap dish, tooth glass, lamp cover of the medicine cabinet if missing or broken

Ventilation of the bathroom
- Replace the synthetic filters every 2 months
- They are obtainable from the housekeeper at the cost price
- Clean the mechanical ventilation (without filter)

Shower
- Clean the shower and the outflow after each use
- Descale regularly the basin, the shower head, the tiles and the shower stall
- Replace the showerhead pipe, the shower curtain and the showerhead if necessary

Kitchen

- Regular maintenance of the kitchen
  - Clean regularly the cupboards inside and outside
  - Clean regularly the bin and its cupboard
  - Scour regularly the floor

Fridge and freezer
- Empty and clean inside regularly
- Thaw and clean the freezer regularly
- Replace the broken or missing elements inside (bulb, vegetable tank, shelves, glasses, ...)

Some pieces are obtainable from the housekeeper at the cost price.

Hotplates
- Clean it after each use
- Vitreous ceramic: clean it with a scraper and appropriate products (the suitable scraper can be bought in the supermarket)

Oven and microwave oven
- Clean the grates and the baking tray after each use
- Operate a complete cleaning inside the oven or microwave oven with an appropriate product.
- Replace the missing or broken equipment (bulbs, plaques, grates, glass plate, bulb cover of the microwave oven, aso)

Sink and work surface
- Clean the work surface and the sink after each use
- Descale the water tap regularly and replace the used filters if necessary

Range/cooker hood
- Clean and degrease regularly the range/cooker hood, inside and outside
- Clean the metallic filter or replace regularly the synthetic filter

Industrie 14: clean the filter twice a year and change it every 5 years (see the directions for use)