

## WC

- Clean the WC and descale the basin.
- Clean the toilet seat and replace it if necessary.
- Clean and descale the floor, the tiles (walls), the door and the window
- Ventilation : change the synthetic filter or clean the outside of the mechanical ventilation




## Common rooms

### Hall, kitchen, living room, balcony/terrace

- Tidy and clean the common rooms.
- Clean : all the floors, baseboards, doors, skylights, windows as well as their frames, blinds, and radiators.
- Replace the faulty bulbs
- Waste has to be eliminated (paper, cardboard, glass)




 **The common rooms have to be cleaned and tidy understanding with all the roommates.**



## Cellar

- Eliminate the waste (paper, cardboard, glass)
- Remove personal stuff (suitcase, packaging, ski,...)

 **The objects which should not belong to anybody will be evacuated at the fees of the outgoing tenant.**

## Do not forget :

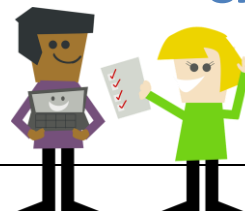
### Dealings with authorities :



- Inform the post-office, authorities, insurance, friends about your change of address.
- Cancel the contracts you made with phone (Swisscom,...) and for the TV (Cablecom) or let them know your new address.
- Inform Groupe E for the change of subscriber for electricity (<https://my.groupe-e.ch>)



## Checklist before the inventory of state of the premises



**As per the general conditions and the renting rules, the renter has to :**

- Leave his room **empty and clean**.
- Clean and tidy up the common rooms** (hall, kitchen, bathrooms, WC, balcony, terrace , cellar) for the date of the inventory of state.
- Remedy at his expense to the damage which can be eliminated with small works of repairs (please read the instructions in the next pages).
- Give back the key** during the inventory of state (keys of the cellar and the mailbox have to stay in the flat).
- The laundry badge has to be returned to Keycom directly.

The fees concerning the cleaning or small works not done, removal of furniture or waste, and damage exceeding the normal wear will be at the costs of the outgoing tenant ;

Cleaning	CHF 50.00 per hour
Extra control of cleanness	CHF 50.00 per hour
Pieces to replace	at the cost price
Technical repairs by Apartis	CHF 50.00 per hour
Technical repairs by firms	as per invoice

**We are at your disposal for any further information!**

 **apartis**  
FONDATION POUR LE LOGEMENT DES ÉTUDIANTS  
STIFTUNG FÜR STUDENTISCHES WOHNEN

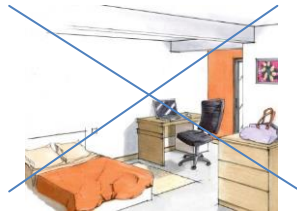
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## Room



**The day of the inventory of state, the room has to be empty and clean.**

- Clean the floor, the ceiling and plinths
- Remove the personal lamps, empty the wall of everything (nails, hooks,...), fill in the holes and clean the traces
- Clean the windows, skylights, blinds and frames inside and outside as well as the door and its frame
- Clean the radiators and switches

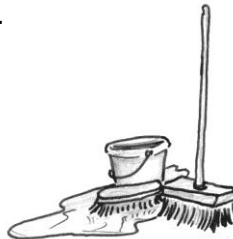


## Bathroom

- Clean the door, the tiles and the window
- Scour the floor

### Washbasin and medicine cabinet :

- Descale and clean the washbasin and the water tap.
- Replace the filter of the water tap if necessary
- Descale the soap dish and the tooth glasses, replace them if missing or broken
- Clean the mirror, replace the lamp cover if broken



### Ventilation of the bathroom

- Clean it and replace the filter of the ventilation.
- Clean the mechanical ventilation (without filter)

### Shower

- Clean and descale the showerhead , the pipe and the outflow, the basin, the tiles and the shower stall
- Replace the showerhead pipe, the shower curtain and the showerhead if necessary



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

## Kitchen

- Clean inside and the faces of all cupboards and drawers as well as the bin
- Clean and scour the floor

### Fridge and freezer

- Clean the fridge
- Thaw and clean the freezer
- Replace broken or missing equipment (bulb, vegetable tank, shelves, ...)



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

### Hotplates, oven and microwave

- Clean very well the hotplates, the vitreous ceramic with a scraper and appropriate product
- Clean the oven, grates and plaques
- Replace broken equipment of the oven (bulb, grates, plaques,...)
- Microwave: clean it entirely and replace the missing or broken equipment (glass plate and bulb cover...)



**To clean the oven, please use appropriate products!**

### Sink and work surface

- Clean and descale the sink and work surface
- Descale the water tap, change worn filters



### Range/cooker hood

- Clean and degrease the range/cooker hood
- Replace the broken bulbs
- Filters :
  - mechanic : degrease it
  - synthetic : replace it

## Erasmus /Exchange students

- Do not leave any foodstuff

