


## Moving out instructions CIS


You will soon be moving out of the student accommodation you have rented from the University of Gothenburg. Your room will be inspected by SGS. Please read this document carefully in order to follow the necessary steps:


- 1 CHECK THE INVENTORY LIST AND REPORT FAULTS
- 2 EMPTY YOUR ROOM
- 3 CLEAN YOUR ROOM
- 4 DROP OFF THE KEYS

**PLEASE NOTE:** Even if you were unfortunate to move into a room that was not properly cleaned, it is important that you follow these instructions to avoid cleaning fees after inspection.

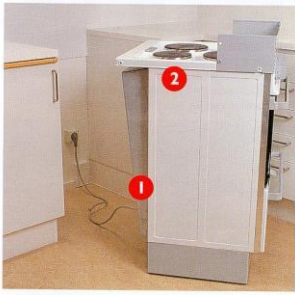
	<p><b>1. CHECK THE INVENTORY LIST UNDER CIS.SGS.SE</b></p> <ul style="list-style-type: none"> <li>• If anything is missing or broken, please report it to your Kundcenter.</li> <li>• Make sure that all lamps have bulbs in function when you leave but turn off the lights.</li> <li>• Close all windows and lock the door.</li> </ul>
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**PLEASE NOTE:** Everything else must be removed from your room.

	<p><b>2. EMPTY YOUR ROOM:</b></p> <ul style="list-style-type: none"> <li>• This includes all wardrobes and cabinets of ALL belongings and decorations. Please do not leave anything behind, even if it is new or can be useful for the next tenant.</li> <li>• No food can be left in the refrigerator/freezer or in the cabinets.</li> <li>• Other items such as soap, toothpaste, shampoo should not be left behind.</li> <li>• Give away/recycle as much as possible</li> <li>• All waste should be disposed of in the garbage rooms</li> <li>• No rubbish or items can be left in the corridors</li> </ul> <p><b>If you leave any items or waste you will be charged the cost of removal (approx. SEK 300-1500).</b></p>
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	<p><b>3. CLEAN YOUR ROOM:</b></p> <p>Here you will find a check-list with pictures. The pictures will show details easily forgotten when cleaning your room. The check-list does not mean that you can exclude the details that you do not find in the list. We thank you in advance for a well completed cleaning. The next tenant will appreciate it.</p> <p><b>PLEASE NOTE:</b> Your room will be inspected after your departure. If you do not clean properly you will be charged for the cleaning cost. (approx. SEK 200-2200).</p>
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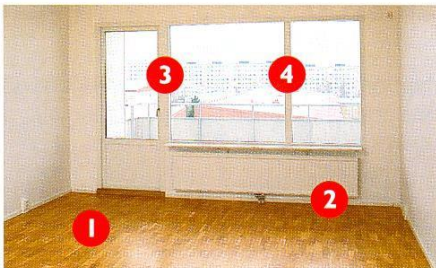
## Kitchen



1. Remove the stove and clean all sides, cabinets and floor. Do not forget the wall behind the stove.
2. Clean all surfaces on the top of the stove.
3. Clean the cutting-board, both on top and underneath.
4. Do not forget the inside of the oven and the heating cabinet.
5. Kitchen fan and ventilators should be cleaned, both in- and outside.
6. Empty, clean and put the temperature in the fridge/freezer to level 1. Keep the door closed.
7. Clean kitchen cabinets, both in- and outside. Do not forget the top of cabinet-doors.

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## Room



1. Do not leave wall-to-wall carpets on the floor. Remove all carpet tape
2. Clean the radiators.
3. Clean all painted surfaces, window frames and floor ledges.
4. Clean all windows inside, outside and between, as well as carpentry work around windows. In each flat there is one window which can not be opened. SGS 's staff will therefore clean the windows on the outside twice a year and you don't have to clean the openable window on the outside when you move out. The safety switch on the openable window can be hard to find. If you find it hard to open or close the window, call the area office. Do not use force to open or close the windows.
5. Do not forget to empty and clean wardrobes.
6. Clean doors. Do not forget the top of doors.



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## Bathroom, toilet



1. Draining gutter should be cleaned. Do not forget to clean under the bath-tub.
2. Do not forget the outside and the 'bend' of the lavatory bowl.
3. Clean underneath the hand-basin.

## Check-list

KITCHEN	BATHROOM/TOILET	ROOM
<input type="checkbox"/> Walls	<input type="checkbox"/> Ceiling	<input type="checkbox"/> Window frames
<input type="checkbox"/> Window frames	<input type="checkbox"/> Walls	<input type="checkbox"/> Window-glass
<input type="checkbox"/> Window glass	<input type="checkbox"/> Lightning fittings	<input type="checkbox"/> Window sills
<input type="checkbox"/> Window sills	<input type="checkbox"/> Bathroom cabinet	<input type="checkbox"/> Radiators
<input type="checkbox"/> Radiators	<input type="checkbox"/> Escape valve	<input type="checkbox"/> Sockets
<input type="checkbox"/> Ventilators	<input type="checkbox"/> Mirror	<input type="checkbox"/> Inside/outside wardrobes
<input type="checkbox"/> Lighting fittings	<input type="checkbox"/> Bath-tub	<input type="checkbox"/> Wood work around floors
<input type="checkbox"/> Sockets	<input type="checkbox"/> Lavatory bowl	<input type="checkbox"/> Doors
<input type="checkbox"/> Kitchen fan	<input type="checkbox"/> Hand-basin	<input type="checkbox"/> Wood work around floors
<input type="checkbox"/> Inside/outside stove	<input type="checkbox"/> Wood work around doors	<input type="checkbox"/> Floors
<input type="checkbox"/> Inside/outside of cabinets and drawers	<input type="checkbox"/> Doors	<input type="checkbox"/> Thresholds
<input type="checkbox"/> Shelf for spices	<input type="checkbox"/> Draining gutter	
<input type="checkbox"/> Inside/outside of refrigerator	<input type="checkbox"/> Floor	
<input type="checkbox"/> Wood work doors	<input type="checkbox"/> Under & behind the bath-tub	
<input type="checkbox"/> Doors		
<input type="checkbox"/> Sink		
<input type="checkbox"/> Wood work around floors		
<input type="checkbox"/> Floor		
<input type="checkbox"/> Ceiling		

	<p><b>4. RETURN ALL KEYS AND APTUS DEVICES:</b></p> <ul style="list-style-type: none"> <li>• They need to be returned <b>by noon</b> the day your contract expires. You return the keys to <b>SGS Kundservice on Kaserntorget 11</b>. Return your keys personally. Put the keys in an envelope and write your name, address and room number on it. Opening hours for returning keys: 07:00-19:00 (7am-7pm).</li> <li>• Remember to lock the door.</li> <li>• Do not give your keys to anyone else. You are personally responsible for the keys until you have returned them. If all keys are not returned in time, you will be charged.</li> </ul> <p><b>PLEASE NOTE: The cost of changing the keys and lock (approx. SEK 1200-2400).</b></p>
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Thank you and we hope that you have enjoyed your studies at the University and your stay in Sweden.