

# Till Dej som flyttar. Engelska sid 1.

## Cleaning tips!

Here are some tips for the cleaning , the checklist on the bottom can also be helpful .

### **Kitchen**

- 1- pull the stove by some edges. Clean it from the both sides , rear panel , wall,behind it and the sides of cabinet and the floor .
- 2-clean the plates edges .
- 3- the cutting board cleaned from the top and the bottom sides .
- 4- clean the oven and the heat cabinet and the plates . Soft soap is good to use .
- 5- the hood or valve should be cleaned from inside and outside . Remove the fan filter and clean it .
- 6- the coolers and freezers should be defrosted , cleaned , and aired including the top cabinet .
- 7- kitchen cabinets inside and outside surfaces must be washed and clean . Do not forget the doors and edges .

### **Bath and washing**

- 1- clean the floor drain by loosing the front size of bath tub , and clean under the bath tub .
- 2- toilet seats clean it from outside and bend .
- 3- wash basin should be cleaned .

### **Room**

- 1-remove all carpeting and the tape carpet that you put it in.
- 2- clean the radiator and behind it also .
- 3- painted surfaces such as windows frames and skirting boards should be clean .
- 4- clean the windows on all sides as well as between .
- 5- clean cabinets and shelves .
- 6- clean doors and remember to clean over the edges .

### **Check list**

| <u>Kitchen</u>             | <u>Bath and washing</u>           | <u>Room.</u>       |
|----------------------------|-----------------------------------|--------------------|
| Walls.                     | Ceiling                           | Window ledges      |
| Windows frames.            | Walls.                            | Window glasses     |
| Window ledge               | Lighting.                         | Window frames      |
| Radiator                   | Bath room cabinet                 | Radiator           |
| Valve                      | Valve                             | Electrical outlet  |
| Lighting.                  | Mirror.                           | Closet (in - out ) |
| Electrical outlets         | Bath tub.                         | Door frames        |
| Cooker hoods.              | Toilet seat.                      | Doors              |
| Cooker internally.         | Wash basin                        | Floor              |
| Cooker externally          | Door frames.                      | Plinth             |
| Kitchen cabinets.          | Door                              |                    |
| Drawers( inside - outside) | Floor drain                       |                    |
| Spice rack                 | Floor                             |                    |
| Cool and fridge            | Under and behind bath tub         |                    |
| Door frames                | Drying machine outside and inside |                    |
| Doors                      | Laundry base                      |                    |
| Counter tops.              | Washing machine                   |                    |
| Sink                       |                                   |                    |
| Plinth.                    |                                   |                    |
| Floor                      |                                   |                    |
| Ceiling                    |                                   |                    |

# Till Dej som flyttar Engelska sid 2.

## Some advice for those who want to move .

There is much to think about when someone want to move from his apartment . To make it easy for you , we have made a list to do of the important points that you should not miss .

### Apartment , storage , garage .

Apartment : must be understood at you should clean it . It's easy to forget some nooks and crannies where dust and crumbs gladly gather .

Good to know if the apartment is not properly clean up when you leave it , we have to charge you for the cost of cleaning .

Equipment : be sure that all equipment belonging to the apartment are in their place during the inspection ( include for example doors , bathroom cabinet , etc ...)

Storage room outside the apartment : should also be emptied and clean .

The garage : maybe you have a garage where you keep things to the car , clean it and look after that is nothing be left or forgotten .

Large item of refuse : there is often some bulky waste when you are moving. Find up where you can throw them . If there is no special room for that , then please contact the caretaker for information .

### Inspection!

It's great if you can be there when we discuss any damage in the apartment . You must bear the costs for abnormal damage ( destroyed parquet , holes in doors , broken windows.. ..)

### Other important to consider .

Phone

order for moving the phone in time .

Mail

announce your new address to relatives , friends and other contacts . Also remember to inform magazine ,book clubs , credit card companies ,banks and post office banks , associations ,insurance companies , you employer and mail . there is special form to fill it for change of address at the post office , then the change go automatically to the main authorities. Note that the redirection , that you ask it at the post office only last for a certain period .

Home insurance

Tack the opportunity to review your insurance coverage while you change you address .

Electricity

Speak up electricity contract , if you the electricity .

Keys

All keys should be returned even the copies you have made . Also remember to return (garage keys , storage keys , laundry keys ....)

Finally we hope that you have enjoyed staying in your apartment and with us .we wish you good luck in your new residence.