Moving out instructions for Residence Kastanjebäcken

You will soon be moving out of the student accommodation you have rented from the University of Gothenburg. After you have moved out your room will be inspected by Student Housing Services. 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.

Here is an inventory list of things that should be left in the room. Any missing or damaged items should be reported to: studenthousing@gu.se

<table>
<thead>
<tr>
<th>QUANTITY/ITEM</th>
<th>QUANTITY/ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 beds (including top mattress and mattress protector)</td>
<td>1 ceiling lamp</td>
</tr>
<tr>
<td>2 mattress covers</td>
<td>2 desk lamps</td>
</tr>
<tr>
<td>2 desks</td>
<td>Blinds for the windows</td>
</tr>
<tr>
<td>2 chest of drawers</td>
<td>1 router</td>
</tr>
<tr>
<td>2 chairs</td>
<td>1 fire detector</td>
</tr>
<tr>
<td>1 bookshelf</td>
<td>2 pillows and 2 quilts</td>
</tr>
<tr>
<td>1 shower curtain</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE: Everything else must be removed from your room.

2. EMPTY YOUR ROOM:

- 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.
- No food can be left in the refrigerator/freezer or in the cabinets.
- Other items such as soap, tooth paste, shampoo should not be left behind.
- Give away/recycle as much as possible
- All waste should be disposed of in the garbage rooms
- No rubbish or items can be left in the corridors

If you leave any items or waste you will be charged the cost of removal (approx. SEK 300-1500).

3. CLEAN YOUR ROOM:

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.

PLEASE NOTE: 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).
**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.

**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.

**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
- Walls
- Window frames
- Window glass
- Window sills
- Radiators
- Ventilators
- Lighting fittings
- Sockets
- Kitchen fan
- Inside/outside stove
- Inside/outside of cabinets and drawers
- Shelf for spices
- Inside/outside of refrigerator
- Wood work doors
- Doors
- Sink
- Wood work around floors
- Floor
- Ceiling

#### BATHROOM/TOILET
- Ceiling
- Walls
- Lightning fittings
- Bathroom cabinet
- Escape valve
- Mirror
- Bath-tub
- Lavatory bowl
- Hand-basin
- Wood work around doors
- Doors
- Draining gutter
- Floor
- Under & behind the bath-tub

#### ROOM
- Window frames
- Window glass
- Window sills
- Radiators
- Sockets
- Inside/outside wardrobes
- Wood work around floors
- Doors
- Wood work around floors
- Floors
- Thresholds

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### 4. RETURN ALL KEYS AND APTUS DEVICES:

They need to be returned by noon the day your contract expires. You can only return the keys at your local SGS area office: **Studiegången 6**.

- Remember to lock the door.
- Return your keys personally. If the area office is closed, drop the keys in **SGS mailbox in front of the SGS office**. Put the keys in an envelope and write your name, address and room number on it.
- 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.

**PLEASE NOTE: The cost of changing the keys and lock (approx. SEK 1200-2400).**

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Thank you and we hope that you have enjoyed your studies at our University and your stay in Sweden.

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Student Housing Services

UNIVERSITY OF GOTHENBURG
studenthousing@gu.se
www.gu.se/studenthousing