

## Room cleaning

Before calling on the telephone number for checking the room, it is necessary to prepare the room (in a bunk the balcony too, the hall and the sanitary facilities) as follows:

### Kitchen MI and VB:

1. Empty the kitchen cabinets (nothing left in the cabinets when the last person checks-out)
2. Wash all shelves, door on cabinets (both inside and outside)
3. Wash the cooker and switches
4. Wash the sink, the sink batteries and remove all residue
5. Wash the digestor, the light switches and the fan (especially remove grease)
6. Refrigerator: pull the cord out of the socket, defrost, wash, dry, and then leave it on
7. Wash the light switches
8. Wash the kitchen countertop
9. Wash the bin and dispose of garbage
10. Wash the kitchen floor

### Balconies MI and VB:

1. Remove all things from the balcony
2. Clean the balcony

### Sanitary equipment:

1. Clean the washbasin
2. Clean the mirror
3. Clean the shelf
4. Clean the bath / shower
5. Clean the tap on the sink as well as the bathtub / shower, remove limescale
6. Clean the tiles, remove limescale from the tiles
7. Clean the toilet
8. Clean the door,
9. Wash the floor in the toilet and in the bathroom.

### Room (all objects):

1. Throw out the trash, clean the bin
2. Sweep the floor, behind the bed and under the refrigerator
3. Sweep and wash the entry hall, including the clothes-hanger wall
4. Empty the cabinet, the table, the shelves and clean them (outside and inside) including the drawers
5. Empty the duvet and wash it
6. Clean the heater and the windowsill
7. Clean the door (entrance and room)
8. Clean the light switches from dirt
9. Refrigerator: pull the cord out of the socket, defrost the freezer, clean the refrigerator and freezer, wipe it dry and then leave it on
10. Pillows and quilt must be on the beds (on each blank bed, even after the previous roommate)
11. If there are curtains and drapes in the inventory list, they must be hung or in a visible place (eg table).

\* To clean the balconies there will be cleaning articles available in the building VB B in the basement, door nr. 16 and on MI E ground floor – stock takers (inspectors).