

Moving out?

Cleaning checklist

Please use this checklist to avoid any additional charges for cleaning or rubbish removal

Bedroom

- ☐ **Rubbish and unwanted items**
Drop off items in the charity donation points at reception or in our general waste bins - you'll be charged for any rubbish iQ has to dispose of
- ☐ **Floor**
Clean and vacuum
- ☐ **Surfaces and furniture**
Wipe down with a clean, damp cloth - this includes the desk, bookcase, wardrobes, drawers, windowsill, skirting board and under bed storage
- ☐ **Notice board**
Remove all items and pins
- ☐ **Wardrobe**
Remove all hangers
- ☐ **Mirror**
Wipe clean and leave smear free
- ☐ **Window**
Wipe clean and leave smear free
- ☐ **Personal belongings**
Remove and leave room clean and completely clear - don't forget to check at the back of drawers, under bed storage and on top of wardrobes

En suite

- ☐ **Rubbish and unwanted items**
Dispose of these in the Bin Store
- ☐ **Wash basin**
Clean, unblock and sanitise
- ☐ **Toilet**
Clean and sanitise
- ☐ **Shower tray**
Clean, unblock and sanitise
- ☐ **Shower door**
Clean and leave smear free
- ☐ **Surfaces**
Wipe down walls and ceiling
- ☐ **Mirror**
Wipe clean and leave smear free
- ☐ **Floor**
Hoover, mop and sanitise

Kitchen/Hallway/Lounge

- ☐ **Clear belongings**
Remove all personal items from the kitchen
- ☐ **Rubbish and unwanted items**
Dispose of these in the Bin Store and clean and sanitise your bins
- ☐ **Cupboards/Storage**
Empty and thoroughly clean inside and out, ensuring all grease marks are removed - especially on the front of the doors
- ☐ **Surfaces and furniture**
Wipe down with a clean, damp cloth - this includes worktops, your coffee table, all furniture, skirting boards and windowsills
- ☐ **Notice board**
Remove all items and pins
- ☐ **Walls, ceiling and floor**
Wipe clean and sanitise floors - please don't wipe the walls
- ☐ **Microwave**
Clean inside and out
- ☐ **Fridge/Freezer**
Remove and dispose all food items - if you're unsure, speak to the team
- ☐ **Oven & hob**
Remove grease and clean thoroughly, including grill pan, oven shelves, oven door, hob and rings (specialist cleaning products may be required)
- ☐ **Breakfast bar and stools**
Wipe clean
- ☐ **Lounge furniture**
Vacuum lounge to remove any dust or fluff and then wipe down with a clean, damp cloth
- ☐ **Floor**
Sweep, vacuum, clean and sanitise

Returning keys:

You must return all keys to Reception by 10am on the day of check-out. There will be a replacement fee for each key or fob not returned.