

Moving out

March 2011

Your time living in one of our residences has come to an end and your room will be handed back over to the corresponding residence officer. This process will be documented and is going to be the basis for returning your bond money. Please pay careful attention to the following points:

Apartment

Double Apartment

- Vacate the room completely
- Clean the room (i.e. ready for the next occupancy) and hand it over with complete inventories and keys
- Damp-wipe the cabinet
- Bathroom; clean the flush toilet & wash basin and also remove any lime deposits
- Mop the floor
- Clean the windows
- Wash the Studentenwerk-owned curtain
- Damp-wipe the heater
- Apartment
Defrost and clean the refrigerator
Double Apartment
Empty and clean all used space inside refrigerator.
- Clean the kitchen and remove any fat deposits

- Clean the sink and the hot-plates

Room in a Shared Flat

- Vacate the room completely
- Clean the room (i.e. ready for the next occupancy) and hand it over with complete inventories and keys
- Damp-wipe the cabinet
- Clean the wash basin and remove any lime deposits
- Mop the floor
- Clean the windows
- Wash the Studentenwerk-owned curtain
- Damp-wipe the heater
- Empty and damp-wipe the storage compartment in the kitchen
- Empty and clean all used space (particularly inside refrigerator) in the common room