



## SSE Housing

### Moving Out Guide

It is soon time to move out of your SSE Housing. We hope you have had a rewarding time with good studies, nice housing and many fun memories during your time at SSE. In order to facilitate your move out, we have compiled what is formally valid, and gathered some tips that may be helpful for you.

Please make sure you have enough time to clean your accommodation properly before you leave and make sure that you read and follow the cleaning instructions carefully.

If you don't have the time or feel like doing the cleaning yourself, we can arrange this for you. A cleaning booked in advance will cost SEK 3000 – 5000 depending on conditions and size. Contact the SSE Housing Office for more information or to book.

### Getting started

#### Is something broken in your apartment?

Please report this to [ssefaultreport@hhs.se](mailto:ssefaultreport@hhs.se). If you report in good time before you move out, SSE has the chance to repair any minor faults and the new tenant will come to an apartment where everything is in order.

#### Furniture and fittings

All furniture should be in the apartment on the day you move out. Please let us know if there is any furniture that you'd like us to replace or repair. Have you set up your own interior fittings, it shall be removed.

#### What if the cleaning is done poorly?

Your apartment will be inspected by SSE Housing staff, in most cases after you have checked out. If inspection shows that final cleaning has not been done in an acceptable manner **you will be billed for additional final cleaning** performed by a professional cleaning company (a minimum of SEK 3500). **SSE is co-operating with Intrum Justitia International, so leaving Sweden does not mean you do not have to pay the Final cleaning invoice.**

## Next step

**First of all, remove all personal belongings. Basically the accommodation should be left with what was there when you moved in.**

### Leaving items?

Please use common sense; not many people appreciate half empty cleaning detergents, odd spices, artificial flowers and other such items. If you are in doubt, please ask for advice from the SSE Housing Office. Recyclables as glass bottles, cans, cardboard boxes, plastic bags, etcetera, must be removed and recycled. All food items (dry as well as fresh) must be removed.

### All keys must be returned to the SSE Housing Office.

Put all keys in an envelope and leave it at SSE's main postbox situated on the entrance door at Sveavägen 65. Do not forget to mark the envelope with your name, address, and apartment number. **You cannot send the Key Return Envelope by mail; you must personally leave it in the letterbox.** NB! Never give the keys directly to the new tenant. Failure to return all keys will lead to a lock change charged to you (SEK 3000 – 5000).



### Extra charge?

If you leave the accommodation without following our moving out instructions you will be charged. This also applies if a room/apartment has not been emptied according to instructions (see also the **What if the cleaning is done poorly?** section). Damage caused to the accommodation interior or furniture will be charged accordingly.

**Be very picky, those who move in after you will be, as you know they see everything ...**

## **An e-mail will be sent to you with this information, including Cleaning Instructions and useful tips.**

**These are general instructions to be used where applicable** (ie if you do not have a balcony or kitchen, leave that section out).

We hope you enjoyed your stay with SSE Housing!

Best regards,  
SSE Housing Office

# Move-out cleaning checklist and instructions

In general, dish washing liquid is suitable for cleaning most surfaces. Use liquid detergent specific for floors.

- ✓ Pack your personal belongings
- ✓ Remove all items that don't belong to the accommodation
- ✓ Clean the room/apartment and furniture properly: follow the checklist carefully
- ✓ **Ensure that all the light bulbs are intact**
- ✓ **Turn off the lights**
- ✓ **Close the windows and the door before you leave**
- ✓ **Return keys to SSE, Sveavägen 65**

Basically the accommodation should be left with what was there when you moved in.

## Bathroom

### Toilet

- Clean bowl using the toilet brush and liquid cleaner. Wipe all surface areas such as toilet seat, tank, bowl rim, top and bottom and floor around bottom with liquid cleaners.

### Ventilation

- There is a ventilation exhaust in the ceiling or high up on the wall, gently remove dust by using a brush or vacuum cleaner. Wipe clean to remove dust and particles. Do not remove or unscrew any part of the exhaust when cleaning.

### Hand basin/sink, fixtures, towel bars

- Clean all surfaces by using a soft sponge or cloth with liquid cleaner, be careful not to scratch the porcelain or chrome. Faucet, handles and surrounding wall should be clean and spot-free, wipe chrome faucets and handles and towel bars dry. Don't forget to clean the sink drain.

### Shower curtain or glass wall/enclosure

- Clean glass wall or enclosure properly with liquid detergent or glass cleaner until it is spot-free. Shower curtain can be washed in the washing machine (normally 30-40 C).

### Mirrors

- Clean spot-free using a window cleaner detergent.

### Cabinets

- Remove everything and wipe shelves and drawer interiors with liquid detergent. The cabinet should be left completely empty.

### Floor

- Wipe entire floor with liquid cleaners specific for floors.

### Water drain

- remove the grate and remove all hairs from inside the drain. Scrub inside of drain as well as grate clean (should be white without dark stains).

## **Living room / Bedroom**

### **Cabinets / wardrobes and wall mounted cupboards**

- Remove all items from cabinets and wardrobes. Wipe all interior and exterior surfaces with liquid cleaners. Doors, trays, shelves and handles shall be free from dust and stains. Don't forget to wipe off the top of the cabinets/wardrobes.

### **Windows**

- Wipe windowsills with damp cloth.
- Use a window cleaner detergent (like Ajax window clean) to clean the windows spot and smudge free.

### **Balcony**

- Sweep clean. Do not leave any items behind on the balcony.

### **Floors**

- Sweep and/or vacuum clean floors. Make sure you vacuum under and behind furniture as well as sockets and skirting boards. Remove dust and hairs that has gathered under the feet of furniture, for example under the bed and chairs. Wipe sockets and skirting boards as well as mopping all floors with liquid cleaners.

### **Furniture**

- Bed – remove dust and hairs from mattress and mattress cover; remove dust from the feet of the bed.
- Tables and chairs – wipe clean and remove dust from feet.
- Bookshelves – empty and wipe all surfaces clean, including the top of the shelves.
- Lamps (desk and floor lamps) – remove dust from lamp stand and other surfaces using a damp cloth. Wipe off dust from ceiling lamps. You don't have to dismantle or remove ceiling lamps in order to be able to clean. Replace bulbs if necessary.
- Garbage and paper bucket – clean in- and outside to remove dust and stains.
- Bring your trash/garbage and recyclables (glass bottles, cans etcetera) to the recycling station.

**More instructions on next page..**

# Kitchen

## Stove

- Oven compartment: Clean and remove stains, use liquid cleaners.
- Carefully clean the oven rack to remove grease and burn stains.
- Burners/hot plate: Clean with liquid cleaners, use a soft sponge to remove stubborn stains.
- DO NOT forget to clean the frying pans, roasting dishes and baking trays.**

## Vent hood and charcoal filter

- Clean surfaces. Remove charcoal filter and screen, wash filter in hot water with dishwashing liquid solution. Wipe surfaces clean with liquid cleaners. Wipe entire underside and top of vent hood with liquid cleaners to remove grease, etc. Replace bulb if necessary.

## Refrigerator and freezer

- Remove all food from fridge and freezer and shut off by turning interior control knob to "0". Ice in freezer compartment will melt and drain so place a bowl and/or towels on floor in front of refrigerator to catch the water. If a lot of ice has gathered this may take hours to melt – **DO NOT remove ice with sharp object.** Wait until ice is melted and refrigerator is at room temperature before continuing.
- Clean all interior areas with liquid cleaners using a cloth or a soft sponge; don't use anything that can scratch the glass, metal or plastic surfaces. Remove drawers and shelves and clean separately. Wipe grease and particles from creases and folds in door seal, top and sides. Wipe handles and front carefully with liquid cleaner, replace shelves and drawers when the fridge is clean. **DO NOT close doors when cleaning is done – make sure you prop them open.**

## Cupboards and shelves

- Remove **all** items from cabinets and shelves, wipe all interior and exterior surfaces (door leaves, shelves and handles) with liquid cleaners. When the cupboards in the kitchen area are clean, make sure the kitchenware is clean before being put back. No food items can be left behind. Don't forget the cupboard under the sink.

## Countertop

- Top and other surface areas – Wipe clean and remove stains with liquid cleaners.

## Sink

- Wipe handles and faucets clean of spots. Wipe sink strainer basket. Wipe off walls around the sink area. Remember to clean the cupboard below the sink from stains and dust.

You're done, thank you!

SSE Housing Team