

INSTRUCTIONS FOR FINAL CLEANING

If you do the final cleaning of the apartment yourself, here is the list of things to remember:

All rooms:

- Remove **all personal belongings** from the apartment. If the previous tenant left something in the apartment, and you didn't inform VOAS about this, you are now responsible of removing those things as well.
- Wipe the floors, floor moldings, radiators and window ledges.
- Wipe the shelves and doors in the closets and the doors and light switches in the room.
- Wash the windows (only if the temperature is above zero!)
- Close the windows and lock the doors.

Kitchen:

- Turn off, melt and wash the refrigerator carefully. Don't use anything sharp to remove the ice. Make sure that the melting water doesn't drop on the floor.
- Wash the stove, oven and the oven sheets using a washing-up liquid. Also clean the area around the stove.
- Clean the cooker hood throughout. Clean the filter by using warm water and dish soap.
- Wipe the cabinets, doors, handles and sink.
- Remember to plug the waste pipe in case you have had a dishwasher.

Toilet and bathroom:

- Wash the sink, toilet bowl and taps carefully. Clean the mirror cabinet.
- Wash the floor and the walls in the shower corner. Remove hair from the sink and the drain.
- Remember to plug the waste pipe in case you have had a washing machine.
- If there is a sauna in your apartment, wash and rinse the sauna benches carefully.

PLEASE NOTE! Empty and clean the balcony and the terrace and also your own storage.

Furniture, mattresses, televisions and other similar waste needs to be delivered to a waste management station, NOT to a waste spot outside your house.

PARTIAL FINAL CLEANING SERVICE

You can order a cleaning service to do a partial final cleaning in the apartment. The service costs 70 euros.

The partial final cleaning includes:

- Wiping all kitchen surfaces
- Wiping the kitchen cabinet doors from the outside
- Washing the oven and the stove
- Washing the toilet seat, sink and the mirror cabinet
- Vacuuming and washing the floors in all rooms

The following are not included in the service, and the tenant is responsible for these:

- Washing the kitchen cabinets from the inside
- Washing the extraction hood and its filter
- Melting and washing the fridge/freezer
- Washing the walls and tile caulking, cleaning the drain
- Wiping stains off the walls

In case the partial cleaning service is not enough to cover the cleaning of the apartment, additional costs will be charged from the tenant according to the price list on the next page.

PRICELIST

In case there is something in the apartment that needs to be repaired or the final cleaning hasn't been done or it has been done inadequate, we will apply the following price list in reducing the costs from your deposit:

Cleaning

Bathroom	Light cleaning	45 €
	Deep cleaning	90 €
Kitchen	Light cleaning	45 €
	Deep cleaning	90 €
Washing the windows	Room or studio apt	45 €
	2 + rooms	90 €
Removal of tenant's belongings		45 €

Repairs + materials

Broken interior door	100 €	Tag for parking hall	20 €
Sink	150 €	Lost iLoq key	60 €
Ceiling socket, repair/change	50 €	Key for car heating pole	10 €
Oven	300 €		

Repair jobs, such as ionisation of cigarette smell, broken windows and larger repairs like paintings, floor jobs etc. will be charged according to actual costs. In case the security fee does not cover all the costs, the tenant will receive an invoice for the remaining amount.