

-END OF TENANCY CHECKOUT- CLEANING SCHEDULE FOR COMMUNAL AREAS

This is to help you receive as much back of your deposit as possible.

It is your responsibility to return the house to us in the state it was on check in, less fair wear and tear. The house was professionally cleaned prior to check in.

Each of you is responsible for their own bedroom (and ensuite if you have one). For the communal areas, many of our houses find it useful to divide the house into different areas and each person take responsibility for one part of it. Typically, a house would divide into these areas:

1. Kitchen
2. Living room/living area
3. Bathroom
4. Downstairs toilet and shower room (if you have one, if not, please help the person cleaning the kitchen)
5. Hall/stairs/landings - as this is less work than the other areas, the person taking this job should help with the kitchen, which is the biggest job
6. Gardening & cleaning shed

Please would you discuss this as a group well in advance of your moving out date and decide together who is to take on each task? Please also look at the recommended cleaning products attached as having the correct cleaning product for the job in hand will make the task much quicker.

Here is a template you might find helpful when discussing communal cleaning:

	Name of person responsible	Name of person responsible	Name of person responsible
Living room/living area			
Kitchen			
Hall/stairs/landings			
Bathroom			
Downstairs toilet and shower room			
Gardening & shed			

Please make sure that all furniture recorded on the inventory is in the correct room as any missing, broken or damaged items will be charged for.

- One tenant must be present during the checkout process. The inspection should, ideally, be done by the lead tenant. If he/she is unable to attend, another tenant may instead, with a note signed by the lead tenant to say they are standing in for them.
- You need to allow up to three hours for your checkout.

The cleaning schedules we have provided will be used by the Checkout Manager and Inventory Clerk. Please use them to check that everything is done and leave in the kitchen when you vacate.

- Rubbish removal from anywhere in the house, shed or garden will be charged for the removal of each bag and the cost will be higher if a full trailer is needed.
- If any further cleaning or gardening is required to reinstate the house to check in cleanliness, there will be also be a charge. The cost from the cleaners and gardeners will be invoiced and passed onto the tenants as a deposit deduction.
- On the day your tenancy agreement comes to an end, all **keys** and the **tenant file** should be left in the house. Replacing any keys and the tenant file and keys will also result in a charge.

THE HOUSE WILL BE INSPECTED & KEYS WILL BE COLLECTED ON YOUR DAY OF DEPARTURE, THERE SHOULD BE ONE TENANT PRESENT PLEASE

- All post will be **returned to sender once you have left your house**. If you want any mail forwarded to you, you will need to arrange this with the Royal Mail.
- Use lamMoving.com to have some mail forwarded **FREE**
- Change addresses stored on websites eg Amazon so parcels don't get delivered to the old address
- Gas & electric meters readings will be taken on the day you move out
- Your Council Tax is liable after your course officially finishes. It will have to be paid until the end of your tenancy even if you are not living in the house. We can provide you with an indication of the costs if you request it by email.
- Deposits will normally be returned within 10 days of your checkout. Please confirm with us that we have your correct bank details so there is no delay with deposit refunds.

Recommended Cleaning Products

These are products we have found do the job well over the years. They are all sold at local supermarkets where there are other brands available. When using any cleaning products please always follow the manufacturers guidelines for safe use.

Limescale on any surface that has come into contact with water - *Viakal*

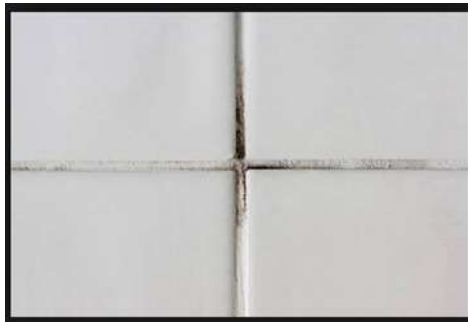


Limescale in toilet bowl - *Harpic Power Plus Tablets or malt vinegar* (leave overnight)



Mould (black or peachy-orange colour) on tiles and in grout in your kitchen/bathroom

Dettol Mould and Mildew Remover
Astonish Mould and Mildew Blaster Spray



Dirty Ovens - Oven Pride

Dirty ovens are best tackled when soaked in a solution overnight. Please refer to the specific manufacturers guidelines and safety precautions when using any brand of oven cleaner.

Please use products appropriate for the area you are cleaning such as bathroom cleaner for the bathroom, kitchen cleaner for the kitchen, window and glass cleaner for windows and mirrors etc. This will improve the results you get at a quicker rate so less scrubbing! All available at your local supermarket.

UWE Houses LLP does not endorse any of the above products and are recommending them in a general use, not brand specific.

Lounge/Living Area Checklist

Done?

<p>Light bulbs: check all are working. There will be a charge for having to replace the bulbs. NB: please replace with a similar bulb.</p>	
<p>Curtains & Nets: if necessary, wash (at max 30 degrees), iron on reverse on a low heat & re-hang. It is best to air-dry your curtains, but if you need to tumble-dry, use a 'very low' temperature setting or a max temperature of 30 degrees centigrade. NB: If at all dirty, shrunken or stained, curtains will be replaced and charged for. Roller Blinds: must also be clean and free from condensation marks Venetian Blinds: dust all slats and wipe with slightly damp cloth if necessary</p>	
<p>Mirrors & window sills (inside): clean mirrors with glass cleaner and leave smear-free using a special glass cleaning cloth. Dust inside sills and remove any sticky marks Window glass (inside) & frames: clean glass and leave streak free, remove any mould or stains on the inside frames using mould-remover chemical Outside of windows: these must be cleaned commercially as you are unable to reach the top floor windows so we'll arrange this for you.</p>	
<p>Carpet: leave clean. Commercial carpet cleaning may be required if the carpets are badly stained during the tenancy and you will be charged for this if this is the case. If a carpet is damaged or commercial cleaning cannot remove a stain, the carpet will be replaced and you will be charged accordingly.</p>	
<p>Skirtings & All woodwork: vacuum and wipe down with a damp cloth, including behind furniture.</p>	
<p>Furniture & tops of all surfaces: dust & wipe all, move all furnishings to ensure nothing is left behind - vacuum under and behind these</p>	
<p>Cushions & sofa covers: remove where possible & vacuum behind. If sofa covers are removeable, wash (at max 30 degrees), iron on low heat & put back on. It is best to air-dry your sofa covers, but if you need to tumble-dry, use a 'very low' temperature setting or a max temperature of 30 degrees centigrade. Replace covers.</p>	
<p>Soft furnishings: clean any stains using a specialist upholstery cleaning product. Commercial cleaning may be required, and you will be charged to clean it if this is the case. If soft furnishings are damaged or commercial cleaning cannot remove a stain, the item will be replaced and you will be charged accordingly.</p>	
<p>Light switches & light shades: clean (dust bulbs and tops of any lamp shades)</p>	
<p>Door & doorframe: dust and wipe all paintwork</p>	
<p>Electric sockets: Ensuring they are switched off at the socket first. Check these are clean - carefully wipe.</p>	

Kitchen Guidance

- Cupboards: all cupboards are left clean and empty except for the ones that are being used by ongoing tenants. The new tenants need at least one cupboard each.
- Ovens: please ensure you thoroughly clean all areas of the oven and hob, including the door and all seals. Please see above for guidance on what to use when cleaning your oven
- Fridges: wipe the shelves and inside clean.
- Freezers: these need to be defrosted and cleaned at least 24 hours to checkout, follow this advice on how to defrost a freezer: [How to Defrost a Freezer: 13 Steps \(with Pictures\) - wikiHow](#)

For those staying on, please label any food in your cupboard with your things in it. If you do not do this, the changeover team will throw away anything that has been left behind.

Please also label your food in the fridges and freezers, otherwise it will be thrown away and only use one shelf per person.

Kitchen Checklist

Done?

Extractor fan/Cooker hood: remove & wash the cover, change the filters - you may need to order replacement filters specific to your extractor, see notes below	
Light switches & light shades: clean (dust bulbs and tops of any lamp shades)	
Oven: Remove the shelves and side supports and wash thoroughly (see cleaning products sheet for guidance) You will need to clean the bottom of the oven cavity, door glass and all seals . The glass is often removable from the door so it can be cleaned on both sides, please take care when removing it as breakages will need to be paid for. If you have a double oven or oven and grill, please ensure you clean both. Please do not soak grill trays or baking sheets in the oven solution as this will remove the non-stick coating and replacements will need to be charged for.	
Surfaces: de-grease & clean all surfaces	
Freezers: pull out and wipe behind, defrost and wipe out at least 24 hours prior to departure.	
Fridges: Wipe over all surfaces inside and out, pull out and wipe behind. NB: If you turn your fridge off, make sure you leave the door ajar so it does not start to smell. There may be a charge if the door has been left closed and the appliance is turned off.	
Tumble dryer: thoroughly clean all filters, wipe & clean interior & exterior, pull out and wipe behind. If you have a condensing dryer ensure the water chamber is fully emptied.	
Washing machine: thoroughly clean soap dispenser, inside door, interior & exterior, pull out and wipe behind.	
Floor: wash, paying particular attention to the edges	
Cupboards & drawers: Clean out and then Hoover out all drawers and cupboards, wipe over all surfaces inside & out with kitchen cleaner	
Top surface of wall cupboards: wipe down & de-grease	

Kitchen unit doors, drawers, handles: wipe down all and de-grease	
Electric sockets: Ensuring they are switched off at the socket first, check these are clean - carefully wipe.	
Waste bin: wash out and leave with lid ajar	
Sink: clean with kitchen degreaser and limescale remover, leave in a clean and tidy state	
Taps and plugs: remove any build-up of sediment & lime scale (specialist limescale removing product is recommended) or vinegar & polish	
Doors, tiles, all paintwork including skirting and walls: Wipe down and de-grease	
Mirrors & window sills (inside): clean mirrors with glass cleaner and leave smear-free using a special glass cleaning cloth. Dust inside sills and remove any sticky marks	
Window glass (inside) & frames: clean glass and leave streak free, remove any mould or stains on the inside frames using mould-remover chemical	
Outside of windows: these must be cleaned commercially as you are unable to reach the top floor windows so we'll arrange this for you.	
Window frames & sills: remove any mould or stains on using mould-remover chemical	
Tenant file: Ensure it is clean and leave on the side in the kitchen (please note, there will be a charge for replacing a missing or badly damaged tenant file)	

Cooker Hood Cleaning

1. If you have a cooker hood that looks like the one below, you can remove these panels and wash them by hand in the sink to remove all grease build up.



2. If you have a drop-down cooker hood such as one like the image below you can throw away the disposable sheet inside and buy a replacement. Often, they come in one size and you cut them to the size you need, such as this example (<https://www.amazon.co.uk/Universal-Cooker-Hood-Grease-Filters/dp/B000V3SED6>)



Rubbish and Recycling Guidance

Rubbish:

You need to make sure that your black bin is **only half full** and that all your recycling is removed by you. If not, we will have to pay someone to do this and pass the cost on through your deposit deductions so please do not leave your bin full.

If you leave any rubbish in the house, loft, front, or back garden or shed, we will have to pay someone to dispose of it for you at commercial rates. The cost will be distributed equally amongst you unless it's left in a bedroom, in which case it will be charged to the person whose bedroom it is. It's up to you!

Here are the details about finding the local **sort it centres**:

<https://www.bristol.gov.uk/bins-recycling/tips-and-recycling-centres>

http://www.southglos.gov.uk/sort_it_centres/mangotsfield-sort-centre/

Please check the opening hours at least a week in advance of planning to visit as they are very variable, so please plan your trip well in advance of using.

Recycling:

Please recycle as much as you can. You have recycling boxes which you should use. If you have good things you want to dispose of please contact local charity shops to check if they are accepting donations. There is also a container for unwanted clothes and shoes outside the Coop on Straits Parade so you can drop off any unwanted things there.

Please do not put any clothes, shoes, metal, or other things that can be recycled in the black bin. If we find things that can be recycled in your black bin, we will take them out and charge for disposing of them properly.

Hall/Stairs/Landing

Done?

Vacuum/sweep all carpets and other floor coverings, including stairs. If hard surface, (eg tiles) mop.	
Banisters Dust every banister, and wipe with a slightly damp cloth	
Skirting boards / dado rails: Dust and wipe with a slightly damp cloth	
Cupboards: remove all items not on inventory, clean inside	
Light switches & light shades: clean (dust bulbs and tops of any lamp shades)	
Ceilings remove any cobwebs	
Doors: wipe all paintwork and dust on top of doorframes	

Bathroom/Shower/Toilets (you will need specialist bathroom cleaning products) Done?

<p>Shower screen, tiles, grout and silicone: de-grease, de-lime scale (specialist limescale removing product or vinegar is required) & polish. They should feel clean when you run your fingers over them & be shiny. Pay attention to the lower tiles and screen in the shower area - this is often missed and is often badly marked with orange limescale or mould. You may need a specialist mould-remover product for the grout and around the silicone. Glass shower screens will need cleaning with limescale-removing products and glass cleaner, scrubbing and polishing so they are completely transparent and shiny.</p> <p>Shelves & mirror: polish with a special glass cleaning cloth and glass cleaning product. All glass & mirrors must be left without drying stains or smears.</p>	
<p>Taps, plugs & shower: remove any build-up of limescale and soap sediment & leave polished (Specialist limescale removing product is required - normal bathroom products alone do not remove limescale)</p> <p>Plug holes: remove hairs from shower and washbasin and clean with a bathroom cleaning product</p>	
<p>Toilet: clean inside & out and leave unstained. Clean behind the toilet - floor & pan.</p> <p>If there is limescale staining inside the toilet, you will need to soak overnight in vinegar: pour 1 litre of vinegar in toilet, leave overnight and then scrub with toilet brush - any limescale should come off easily</p>	
<p>Light switches & light shades: clean (dust bulbs and tops of any lamp shades)</p>	
<p>Skirtings: vacuum and wipe down</p>	
<p>Door: wipe all paintwork and walls</p>	
<p>Windows & mirrors (inside): clean mirrors with glass cleaner and leave smear-free using a special glass cleaning cloth.</p>	
<p>Window frames & sills: remove any mould or stains on frames using mould-remover chemical</p>	

Garden Guidance

- Any weeds need to be removed and disposed of in both your front and back garden
- Weeds in between paving slabs need to be removed
- Shrubs need to be trimmed to restore them to the way they were at check in, please check the photos of your house on our website to see what size they should be trimmed to
- Grass in the garden needs to be mowed
- Remove all rubbish and litter from the front and back
- Small weeds etc can be put in your compost bin but if you have lots of garden waste to be removed, please ask us for a garden waste sack
- Arrange a free collection of garden waste sacks by the council using this link: <https://www.bristol.gov.uk/bins-recycling/garden-waste-sack-collection> - make sure you do this in advance of your checkout date as it takes a while for the council to collect and it needs to be removed *before your checkout date*

Any additional gardening needed to restore the garden to the condition it was at check in are charged by the gardener so please follow the steps above to minimise deductions from your deposit. Please note that if you leave bags of garden waste when you checkout we will charge you for their removal.

Garden (Front and Back) Checklist

Done?

Sweep concrete/paving etc: remove all weeds between cracks in concrete etc. Sweep and remove rubbish	
Borders, bushes and hedges: weed and prune shrubs & bushes so they are neat and tidy and to the height they were when you moved in. If unsure, please check the photo of your house on our website or contact us directly for guidance.	
Garden furniture: wash down, leave chairs & table tipped up so water does not sit on horizontal surfaces. If you have a furniture cover; please leave it (cleaned) in the shed or on the kitchen side	
Rubbish: remove all (including in bags) from front of house and garden. Any bags that have to be removed at checkout will be charged	
Shed: clear ALL items that are not on the inventory - any additional items will be removed, and this will be charged for.	
Rubbish bin: Please leave your black bin no more than ½ full. If we have to reduce the amount of rubbish left in your bin by removing some bags, there will be a charge for each bag removed.	
Recycling boxes/bags/food waste bin ensure these are clean and any recycling neatly stored	

Final Checklist

Area	Done?
Communal areas	
Kitchen	
Rubbish and Recycling	
Halls/Stairs/Landing	
Bathroom/Shower/Toilets	
Garden (Front and Back)	

All above items have been checked:

Name (lead tenant) _____ Signed _____ Date _____

PLEASE COMPLETE AND LEAVE IN THE KITCHEN WHEN YOU VACATE YOUR HOUSE