

Final cleaning / Checklist

Acceptance:

- preparation (for staff):
 - Take the master key with you!!!
 - on the spot, ask for a clean dish cloth

La Casquette

Kitchen and Material Room

- dishes, cutlery and pans are clean and tidied up according to description
 - Are any dishes broken?
 - cutting boards are tidied up in the drip grid (so that the flats areas of the board don't lie on top of each other)
- stove, steam hood ventilator and oven are clean
 - steam hood ventilator is degreased
 - stove: burned food particles are removed and the lid is cleaned and free of streaks
 - oven: splashes and burned food particles are removed and the oven is clean
 - Gas tap is turned off!!!
- Kitchen combination is clean and free of streaks
 - Leftovers (also spices, Oil and vinegar) are eliminated
 - Work areas and sink are clean and free of streaks
 - Wall tiles are clean and free of streaks
 - Drawers and cupboards are clean (for example cutlery drawer)
- Fridges and freezer are empty and cleaned up
 - Leftovers are taken away
 - Freezer compartment is empty and clean
 - Fridges and freezer are turned off (power cord is unplugged from the connector) and the doors are open
- Coffee machine and water boiler are clean and ready for use
 - Water boiler and coffee machine are cleaned
- Floor in the kitchen, hallway and material room are clean and free of streaks
 - Corners and behind the door are checked
- Garbage can is empty and washed out clean
 - Waste glass, sheet metal and carton are disposed
 - Garbage bags are disposed
 - Did you put new and empty garbage bags in the bucket?
- Gallery in the material room is clean and tidy and the light is turned off, too.
- Frost protection is put back into the kitchen. Connection is underneath of the sink on the left side. (Attention extra socket). The frost protection is to be put in the middle of the kitchen. (Only necessary in the winter time)
- Check gas level (outdoor) after consumption
- Close exterior door
- Close cleaning agent room outdoor

Dining hall

- Dishes are clean, correct and complete placed back in the cupboard
 - Are any dishes broken?
 - Dishes are to be checked randomly if they are clean and the number of the dishes is correct.
 - Cutlery compartments are clean.
- Floor is clean
 - The corners are checked (for example behind the sideboard)
- Tables are clean and placed
 - Chairs are stacked nearby the tables (tables and chairs must be dry for that!)

Lounge

- The inventory is complete and decently placed orderly
 - Chairs are stacked (5-stack) and wiped with damp rag
 - Inventory is checked: TV, DVD-device, extension cable, sound system, 2 settees, 1 table football, 1 piano, 2 *blue blanket*, 1 *Indoor-table tennis (with net)*, 2 *small tables*, 45 *chairs*, 1 *fire drencher*
- Floor is clean and free of streaks
- Material room: other material is taken away
 - Shelf is wiped down with damp rag and is dust-free
- The exterior door must be closed with the door handle looking upward.

Exteriors

- Toilets (Open only in the summer season. In the winter time it's closed because of freezing water!)
 - The toilet spotlessly clean.
 - Garbage cans are empty and new garbage bags placed inside.
 - The toilet brush holder is clean and free of water.
 - Close the doors to the toilet.
- Sinks at the outdoor wall
 - Are they clean?
 - Free of water and streaks?

Wartburg

Sleeping rooms

- Hallway
 - Is the floor vacuum cleaned and mopped?
 - Vacuum cleaned on and under the carpets?
- Sleeping rooms, go through each room!!!
 - Vacuum cleaned, wiped down?
 - Also under the beds???
 - Check the wood shelves near the beds
 - Everything packed?
 - Clean?
 - Pillows and blankets are tidy on the place?
 - Lift up the mattresses. Look for crumbs or other things.
 - Check shelves if
 - They are dusty?
 - Any things were forgotten?

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- Garbage cans, are there new transparent garbage bags inside? (new ones are in the cupboard in the WC)
- Cleaning room
 - Is everything tidied up?
 - Check brush at the vacuum

Bathroom installations (*take off your own wet or dirty shoes*)

- Take a fresh cleaning rag with you
- washrooms
 - Sinks, tray, siphon clean?
 - Ground vacuum cleaned and wiped?
- Shower cabinet
 - Check the room for wetness and cleanliness
 - Are the corners also clean?
 - Are the walls and fittings towelled clean?
 - Ceiling shower heads with the heads turning to the wall?
 - Shower curtain raised up for drying.
- Toilet
 - Toilet is spotlessly clean.
 - Garbage cans are empty and there are new garbage bags inside.
 - The toilet brush holder is clean and free of water.
- Close outside door

Finish of the check with a responsible tenant and a staff of the renter (Seminar für biblische Theologie).

- The tenant has cleaned both of the youth cabins.
- The renter has taken over the youth cabin in a clean and correct condition.
- The tenant agrees, that the sbt undertakes the last cleaning works and charges the tenant with CHF 30.-/working hour.

date, signature tenant

date, signature renter