



## **The moving-out process**

Your time with us is coming to an end we hope that you have had a great time in Jönköping and at your accommodation. Before you move out you need to sign up for room inspection. For a quick and easy process please read through the following guidelines.

### **Inspection**

It is very important that you are finished with the cleaning and present at the time of the inspection.

All personal belongings should be packed and put away before the inspection, not during or after. The room/apartment should not have any personal belongings in any storage areas, closets, drawers, underneath the bed, on top of shelves, inside cabinets, on the table or any other place. All bed linen should also be removed from the bed so we can see the status of the mattress and protector. Please do not forget to put your bed linen back on for the last nights.

Throw away all belonging that you have stored in the common areas such as the kitchen, showers, bathrooms and laundry room. Do not forget to clean the shelf that you used in the cupboard, fridge and freezer.

### **Damages and breakages**

All damages must be reported on the day of inspection at the latest. Tenants are liable for all costs related to damages and breakages done by themselves and friends/visitors. We check:

Underneath the bed, all the shelves, cabinets, drawers, on top of the cabinets, shelves, baseboards, windows, walls and floors.

In an apartment we also check the shower, toilet, basin and kitchen including:

- All appliances
- Inside and behind the stove and microwave
- Inside and on top of cupboards
- All appliances should be emptied and cleaned. Including washing machines, dryers, microwaves, dishwasher etc.
- All floors must be vacuumed and moped. No stains.
- All kitchen utensils need to be cleaned and packed away in the original storage places.

### **When do we issue fines:**

- When the room/apartment is not cleaned to a satisfactory standard at the time of the inspection.
- When personal belongings are not removed from all storage and living areas.
- When there is damage to the room or if anything is missing.
- Keys and FOBS are not returned after you have moved out.



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Remember that it is your responsibility to make sure that the fine is paid on time to avoid the debt being sent on the Swedish Authorities.

Destruction of property and inventories will be charged according to the cost of amendments.

### **Cleaning examples and description**

Satisfactory

Please look at the examples of acceptable rooms cleaned in accordance to the inspection requirements:



Image 1: Cleaned Room Example    Image 2: Cleaned Room Example

#### **Requirements fulfilled:**

- All personal belongings removed with remaining personal belongings packed and placed outside the room.
- Room cleaned to a satisfactory level. Make sure you clean under the bed/table.
- (Image1), pillow and duvet folded up and placed on the bed.
- No damages

#### **What should be left in the room:**

- Bed
- Mattress
- Mattress protector
- Wardrobe
- Bookshelf



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- Lamp
- Desk
- Desk or floor lamp

Unsatisfactory

Please look at the following images as an example of not fulfilling the inspection requirements.



Image 3: Unsatisfactory, Personal Belongings



Image 4: Unsatisfactory, Not Cleaned

### Requirements not fulfilled:

- Personal belongings not removed (example Image3).
- Room not cleaned (example Image4).
- Tenant is not ready; cleaning and personal belongings (example Image4).
- Postcards, photos, stickers etc. not removed (example Image 4).
- Only original furniture in the room (example Image 4).

### Cleaning guide

- Get rid of anything that does not belong in the room including dishes, mail, sports equipment etc. Pack all of your belongings. Do not leave anything for the next tenant moving in that was not there when you moved in
- Gather all cleaning equipment you will need for the room such as the vacuum cleaner with attachments, dust rags and cleaning liquids.
- Wipe every hard surface going around the room from start to finish. If the surfaces are particularly dusty or dirty you might have to use several cloths.
- Clean all the hard surfaces - mirrors, light bulbs, window sills, blinds, tops of doors and door frames, door mouldings, drapery rods, hanging art and collectibles.
- Straighten everything that is left in the room. By now, everything should be clean and in its right place.
- Insert the edging wand attachment to the vacuum and clean corners, floor edges, around the baseboards, tops of bookshelves and ceiling corners.
- Use the vacuum brush attachment to clean upholstered pieces such as chairs, sofas and drapery panels.
- Vacuum and mop the floor. Use 1 cupful of floor washing liquid per 5 litres of water. Start in the corner farthest from the door and work your way out the door.
- Make sure all cleaning supplies are returned to its original place.
- Take one last look to make sure you did not miss anything. Done!



Tip:

- Collect all the cleaning products in a carrying tote which you can carry from room to room.
- Have plenty of clean cloths or rags. When they get dirty, use a fresh one.
- Do not wash dirty rags with other clothes. The cleaning chemicals can damage clothing or even leave spots.

**Further information**

**Appointment for inspection**

If you live in an apartment or a shared room all residents need to be present during the inspection. In case someone moves out before the other everyone needs to be there to make sure that the cleaning is satisfactory and that the person moving out has taken care of his personal belongings.

**Key return**

The key to your room needs to be returned in the key return mailbox that is located in your building. (Linsen, first floor, Fabriken in the mail room.)

You can also leave it at the university in the black mailbox (in a sealed envelope) outside the caretaker’s office on the ground floor in the A building. However, please remember that handing in the key is strictly your responsibility and if the key disappears and you do not have a receipt you will be charged for missing item.

Note! Do not leave the key with a friend as there is no guarantee that the key will be handed in and if the key goes missing you will be charged for it. **It is your responsibility to make sure that your room is locked when you are leaving.** It is not allowed to leave the key inside your room. Anything that goes missing in an unlocked room will be charged to the tenant.

For Delta: Leave the time marker in the board outside the laundry room.

What needs to be handed in

	Room key	Tag/FOB	Mailbox key	Laundry key	Outer door key (if different then roomkey)
Delta	x	x		x	x
Linsen	x	x	X		
Fabriken	X	x	x		
Arkadien	x	x	x		
Yellow house	x				



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**Bed Linen**

The pillow and blanket are yours, you can leave them in the room and we will throw them out or you can take it home.

Have a safe trip back home! The Accommodation Office