

# FINAL CLEANING

A proper final cleaning is extremely important when moving out. By cleaning the apartment, you will make sure you get your deposit back and the new tenant will find it pleasant to move in! **The final cleaning must be done early before the moving day as it is meant for moving instead of last-minute mopping.** By following the instructions below you're one step closer to getting your deposit fully refunded.

You can find the costs of cleaning and repairs from our website. TOAS will charge you according to the price list if the flat is not cleaned or something is broken. Please go through the following instructions before moving out.

## BATHROOM AND TOILET

- Clean the toilet seat inside and outside with a toilet brush and washing liquid.
- Clean the sink and remove all hair from the drain, scrub and wash the shower walls & floor carefully. Don't forget the water taps!
- Clean the floor drain: remove the cover and wash it, also remove hair from the drain.
- You fortunate ones with private saunas: scrub the walls and benches with a brush and washing liquid meant for sauna. Rinse!

## KITCHEN

- Cut the power from the fridge & freezer and clean them after defrosting. Do not leave them to defrost by themselves! Use a sponge or a dishcloth with detergent. Please don't use any sharp objects when removing the ice in the freezer! If you live in a shared apartment your flat mate will appreciate if the power is switched back on! Make sure that the melting water doesn't flood to the floor. For example, use towels. In studios and family apartments: leave fridge and freezer doors open.
- Remove and clean the grease filter from the cooker-hood. You'll need a brush. Also, clean the replacement air vents by wiping the dust without removing or making adjustments to the vent. Use a damp cloth and something to reach the vent, as it's usually quite high.
- Clean the stove with a sponge and washing liquid, cookers with steel wool and the oven & oven plates with oven cleaning solution. Pull the stove from its place and clean the floor behind it. Also clean the wall, cupboards and the sides of the stove. If you remove your dishwasher, it is your duty to install the caps for the water in- and outlets.

## OTHER FACILITIES

- Empty, clean and wipe the cupboards and closets.
- Vacuum and mop all the floors.
- Clean and wipe the walls, room doors and light switches.
- Clean the radiator, floorlists, and flowerboards.
- Empty and clean the balcony/terrace and your storage.
- Furniture, mattresses, TVs etc. don't belong to the location's garbage containers; please take them to the recycling center!
- (New tenant might also appreciate if the windows are clean.)
- Clean the ventilation valves by wiping dust from the outside and inside without removing the valve or changing the settings. A rag and something long to reach it may be needed.
- Do not leave anything in the apartment / room that is not a TOAS furniture!
- Remember to lock and close the doors.

**WELL DONE! MANY THANKS FROM TOAS AND THE NEW TENANT.**

## REPAIR PRICE LIST

Repair work	price
<b>Cleaning</b>	
Cleaning work	according to the bill
<b>Keys and locking</b>	
Keys returned late or left in the apartment	50,00€
Lost key (pcs.)	50,00€
Lock change	150,00€
Car heating pole key	10,00€
Parking hall cards/ other passes	50,00€
<b>Item removal</b>	
Removal of a large item (e.g. a bed, a sofa, a shelf, a dishwasher)	75,00€
Removal of a small item (e.g. a lamp, a mirror, a chair)	50,00 €
Emptying a storage cage	50,00 €
Items left in the building's staircase or recycling point	according to the bill
<b>HVAC-work</b>	
Capping the dishwasher in- /outlets	50,00 €
Renewal of a bathroom sink (a crack on the surface)	250,00 €
Renewal of a roof socket/screw terminal	50,00 €
<b>Painting work</b>	
Painting a wall	100,00 €
Painting a roof	200,00 €
Painting the walls of a whole room	200,00 €

### Floor repair work

Changing the floor material	according to the bill
Baseboard renewal / room	100,00 €
Fixing plastic carpet flooring (partial fixing)	75,00 €
Repairing laminate or hard vinyl flooring	according to the bill

### Apartment doors/fixtures

Changing an interior door	100 €
Changing an interior door incl. door frames	200 €
Renewal of door frames	according to the bill
Changing a front door	according to the bill
Changing a soundproof door/sliding door	250€
Renewal of a mirrored cabinet door	50,00 €
Renewal of a fire detector	50,00€
Installing a dishwasher cabinet	50,00€

As a tenant, your responsibility is to take great care of your apartment. Damages that are caused to the apartment by accident, deliberately or through negligence must be compensated for TOAS. If you neglect your obligation to notify about a fault in your apartment or/and the damages caused by a fault, you may be held responsible for the repair costs. You are not liable for normal wear and tear, i.e. small faults caused by normal and careful living.

Your obligation as a tenant is to read the guidelines and instructions provided by TOAS; ignorance of the guidelines does not remove the obligation to pay. More information on the responsibilities and duties of the tenant can be read on **the distribution of responsibilities chart**.

Expenses caused by repairs and cleaning are charged according to this repair price list. The repair price list includes the most common repairs done in the apartments. The prices on the list are often lower than the actual costs. Larger repairs and renovations, larger item removals and repairs not included in this repair price list will be charged according to the actual costs.

TOAS reserves the right to make changes to the repair price list.

