

## Routines when moving out



Keys and laundry card may be handed in using one of three ways:

1. At our office in Elvegata 24.  
Opening hours are Monday – Friday 09:00 – 15:00.
2. When having an inspection/cleaning check together with SiVolda. If you do not hand in the keys at the check, it may lead to a fee because we have to check the room again after you leave.
3. In one of our mailboxes marked “Post til SiVolda”. Put keys etc in an envelope marked with the date, your name and your room number.

Your room have to be cleaned and vacated by noon at the latest when your contract ends. If keys are handed in too late, you will be charged an extra fee and additional rent. Any extension to the length of your stay must be agreed in advance.

You have to make a plan together with the people you live with when cleaning the kitchen and other common areas. Remember to empty your storage room.

We recommend everyone to have a cleaning check to avoid fees. A cleaning check means that SiVolda comes to your place and checks that everything looks ok together with you. The inspection have to take place Monday – Friday between 08:15 – 14:30. Get in touch with us to arrange the time.  
Phone: 70 07 52 40 or e-mail: [post@sivolda.no](mailto:post@sivolda.no)

We hope you have enjoyed staying with us!

Kind regards  
Studentsamskipnaden i Volda

## What you need to clean before moving

1. The fridge must be emptied and cleaned inside and out. Finish with a dry cloth. Loose shelves must be taken out and washed. Remove remains of food from rubber strips and screws.
2. The freezer must be defrosted and cleaned.
3. The oven must be cleaned both inside and out. Hotplates, oven and oven shelves must be cleaned well. Don't forget the glass door, knobs and the tray under the oven.
4. All doors must be cleaned well. No fingerprints or fat. Use «Zalo».
5. The kitchen extractor fan must be cleaned thoroughly. Soak the filter in water and chlorine until the fat has loosened. Then rinse it with hot water. If you have a dishwasher you can clean the filter there.
6. The kitchen cabinets must be emptied and cleaned inside and out. Loose shelves must be taken out and washed
7. Stainless steel worktop, backsplash, sink and fixtures must be cleaned thoroughly. Wipe with a dry cloth in the end so the water don't leave any spots or stains.
8. The furniture in the common kitchen must be cleaned and cushions must be vacuumed on top and bottom.
9. Clear the veranda and clean the kitchen floor at the end.
10. Furniture in the room/apartment must be vacuumed and cleaned. The mattress cover must be washed separately in the washer at 60°C.
11. All walls must be washed and stains removed. Any stains on the heater must be removed. Remember also to clean behind the heater.
12. All ceilings, apart from concrete ceilings, must be cleaned.
13. Bathroom: walls, ceiling and floor must be cleaned. Wipe the tiles with a dry cloth in the end, otherwise the water will leave marks. Clean the washbasin, toilet and ventilator inside and out. The shower curtain must be washed in the washing machine at 60 degrees.
14. The windows must be cleaned on the inside and outside where this is possible. Use a squeegee or other window cleaning tool to remove the water. Do not wash the curtains.
15. Wash the floors. If you have laminat floors, keep the use of water to a minimum and use a dry mop.