

## Guidelines for the handover of staff accommodation

Please arrange an appointment with the house caretaker 10 days before your departure.

### Handing over staff accommodation/apartments after rent

We draw your attention to the following rules which must be followed and executed before handing over the staff accommodations/apartments.

#### To be cleaned by the tenants

Balcony	wipe with a humid cloth
Bedstead	clean
Floor	sweep
Shower/toilet (PH8)	clean and decalcify the shower/toilet well
Heater	clean
Cellar compartment	when applicable, cellar compartments to be returned empty and clean
Common kitchen	empty, with cleaned cupboard compartments
Double-room kitchen (PH8)	clean the whole kitchen: the cupboard, the baking oven, the kitchen aeration, etc.
Refrigerator	unplug, clean und leave the door open
Washbasin/mirror	clean thoroughly, decalcify if necessary
Mattress	vacuum the mattress
Furniture	all furniture to be washed down with soapy water inside and out; remove protective paper from drawers
Wastepaper basket	wash inside and out
Shelves	empty and clean closets and shelves in the common rooms
Doors	clean
Blanket and pillow	wash

<b>Bicycle</b>	<b>when leaving take it with you or dispose of it</b>
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**The house caretaker is under obligation to charge the tenants the cost of follow up cleaning, should their own prove to be insufficient.**

**The price per hour is CHF 60 and for every additional hour commenced.**

#### Damages

Self-caused damages will be charged to the tenant according to the amount of repairs undertaken by the staff of the Hospital Estate Services. It has to be paid in cash to the house caretaker.

#### House rules

There is an ABC of house rules in German but should you have questions regarding waste disposal, the use of the washing machines etc. you may call the Hospital Estate Services (see telephone number below).