



DALAT INTERNATIONAL SCHOOL

HOUSE/APARTMENT CLEAN-UP CHECKSHEET

There will be a \$100.00 US deposit withheld until clean-up of your residence is complete. The following is a guide for basic cleaning of your house/apartment. (We do not expect you to wash walls, curtains, and cushion covers as this will be done at a later date in preparation for new staff arriving.)

Name: _____ Address: _____

EXPECTATIONS	CHECK
The house/apartment should be in 'move in' condition i.e. fans and window sills cleaned of accumulated dirt, stoves and oven clean and disconnected from gas.	
Refrigerator must be cleaned out, turned off and propped open. Remember to clean top.	
All cupboards, closets, drawers must be cleaned. New, unopened non-perishable food items may be left in kitchen cupboards. Other household items may be left if prior arrangements have been made.	
Laundry, cleaning supplies may be left for new families, however, all shelves, bottles and containers must be cleaned.	
All garbage must be removed from the house/apartment.	
If windows, lights, toilets, etc. are broken, you must send in a maintenance request to the maintenance department so they know what to fix before the new staff arrive.	

Please contact Stephen Koo at 899-2105 ext. 1566 or 012-492-5506 during the week you are leaving to arrange for a mutually convenient check time **one day** prior to leaving. If Stephen Koo is unavailable, please contact Shama (012-431-1105) who will be available for house checks as well.

Checked By: _____ Date: _____

Deposit Refunded – Yes: _____ No: _____ Partial: _____

Signature: _____ Date: _____

Notes/Comments:
