

Handover of rooms and localities

Checkliste for group leaders



waste disposal



clean the room



remove bed linen



- Dispose of and separate waste in **all rooms/spaces**
- Remove your own posters, notices etc.



- Cleaning of all rooms/spaces > **Broom clean** (broom/vacuum cleaner in the cupboard)
- Stack tables in the common rooms, **max. 4 per stack**



- Place dirty bed linen in front of the room door
- **Do not turn** the inside of the pillowcases and duvet covers outwards
- The «**Heinzmann label**» must always be on the inside
- One pillow and one folded duvet per bed



If the rooms, lounges and training rooms are not handed over in accordance with our regulations, the additional cleaning costs will be charged - thank you for your cooperation!