

What to do on **1. floor** before you leave the station

Be sure that:

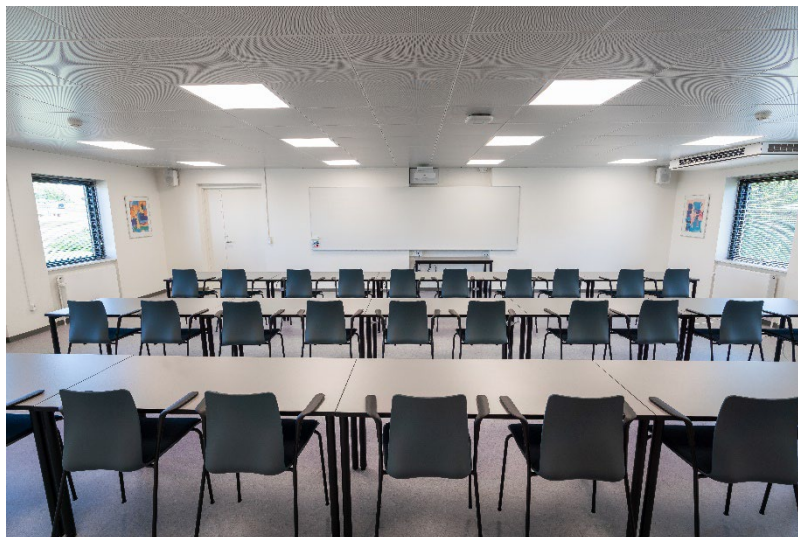
- 1.** All used linen and towels etc. are left in the Landry (room 133). Please, start the washing machine with the first 4 sets of linen.
- 2.** Duvets, pillows and mattress pads are placed in the bed-container (not to be washed).
- 3.** All floors are swept.
- 4.** All windows and doors are closed.
- 5.** All refrigerators are emptied and cleaned.
- 6.** All stoves and ovens are cleaned.
- 7.** Used coffee filters are removed from the coffee makers.
- 8.** Freezer are emptied and off.
- 9.** Empty glass bottles and containers are deposited in the bottle container situated at the harbour.
- 10.** All other types of waste are deposited in the large green waste containers outside the field station (including garbage bags from room and kitchen bins). **NB:** We sort our waste, hence, food remains have to go into a separate container outside the field station.
- 11.** All chairs in the main kitchen are set up in the tables.
- 12.** All chairs, if removed, are returned to the rooms (two grey chairs in double-rooms, one turquoise chair in single-rooms and small double-rooms). **NB:** It is not allowed to move beds between rooms.
- 13.** Dishwashers are emptied and their filters rinsed. Also, empty the industrial dishwasher in the main kitchen for water.

What to do on the **ground floor** before you leave the station

Be sure that:

- 1.** All tables are cleared and wiped.
- 2.** All floors are swept.
- 3.** Sea water drains are cleaned for sediments etc. (use a shovel) and gratings rinsed.
- 4.** The freezer is emptied.

5. The refrigerator is emptied and wiped.
6. All scales are cleaned and switched off after use.
7. All drying cupboards and ovens are cleaned and switched off after use.
8. All brought chemicals are repatriated.
9. Chemical waste is repatriated.
10. All chairs in the small meeting rooms are placed upside-down on the wiped table.
11. All tables in the seminar room are wiped.
12. All chairs in the seminar room are hung up on the tables (see photo).
13. Tables in the seminar room are arranged in three parallel rows (5 tables per row, see photo) and that the power-cords between tables are connected.
14. All other types of waste are deposited in the large green waste containers outside the field station. **NB:** We sort our waste, hence, food remains have to go into a separate container outside the field station.
15. All windows and exterior doors are closed and locked.



It is your responsibility as a tenant that these tasks are carried out. If the professional cleaners have to use time on this, you will be charged for the extra costs involved.