

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

Be sure that:

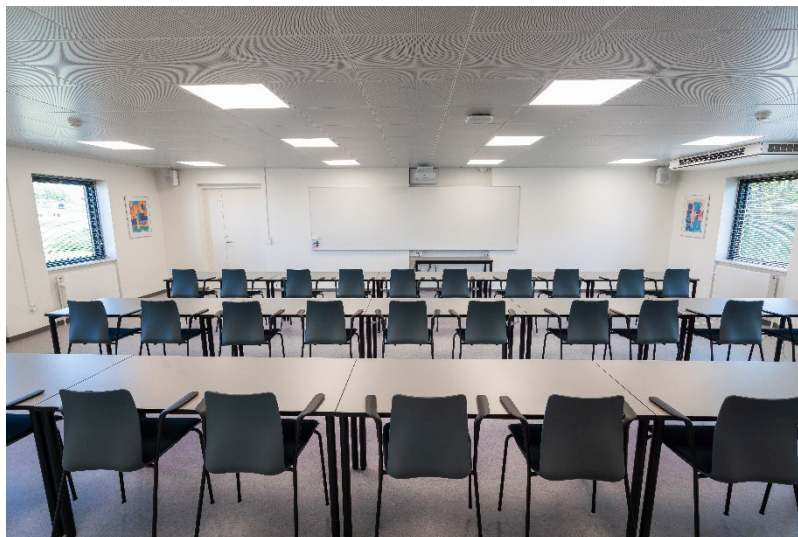
- 1.** All used linen and towels etc. are left in the Landry (room 133). Please, start the washing machine with the first 4 sets of linen.
- 2.** Duvets, pillows and mattress pads are placed in the bed-container (not to be washed).
- 3.** All floors are swept.
- 4.** All windows and doors are closed.
- 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).
- 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.
- 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.