

Apartment clearance checklist

Prepare the volume, access, disposal arrangements and final handover.

Property / organisation: _____

Date / contact person: _____

Define the scope

- ☐ List every affected room, cellar, attic, garage and balcony
- ☐ Make a rough list of furniture, belongings and special items
- ☐ Separate items to keep, pass on, transport and dispose of
- ☐ Mark unknown, hazardous or regulated materials separately
- ☐ Record subsequent cleaning as a separate service

Access and logistics

- ☐ State the floor, lift, stair width and carrying route
- ☐ Clarify vehicle access, parking and any permits
- ☐ Identify dismantling needs and particularly heavy items
- ☐ Agree keys, contact person and time window
- ☐ Inform neighbours or management of necessary restrictions

Notes / person responsible: _____

Apartment clearance checklist (continued)

Continue recording tasks and responsibilities below.

Check the quote

- ☐ Read the scope and excluded items
- ☐ Record transport, vehicle and staffing clearly
- ☐ Clarify external disposal fees and required receipts
- ☐ Allow additional work only after consultation

On clearance day

- ☐ Confirm the areas and items together before starting
- ☐ Remove personal documents and valuables beforehand
- ☐ Clarify any differences with the contact person immediately
- ☐ Check empty rooms and agreed storage areas

Completion

- ☐ Obtain disposal receipts and agreed records
- ☐ Record outstanding items and deadlines in writing
- ☐ Confirm key handover and completion of clearance
- ☐ Accept any deep or end-of-tenancy cleaning separately

Notes / person responsible: _____

Disposal requirements depend on material, quantity and the receiving facility. Problematic substances must not be assigned to ordinary waste without assessment.

Online guide: krizanovic.ch/en/apartment-clearance-checklist-zug.html