

Cleaning and handover timeline

From planning the cleaning to keeping the signed handover report.

Property / organisation: _____

Date / contact person: _____

3-4 weeks before

- ☐ Confirm the handover date with the property manager or landlord
- ☐ Prepare the tenancy agreement, handover documents and earlier reports
- ☐ Report repairs and outstanding defects in good time
- ☐ Set the cleaning date and list any storage or outdoor areas
- ☐ Count windows, blinds, bathrooms and any special surfaces

7 days before

- ☐ Empty the apartment, cellar, attic, garage and balcony
- ☐ Check the set of keys and name labels
- ☐ Arrange access, parking, lift access and electricity
- ☐ Empty and defrost cooling appliances in good time
- ☐ Dispose of waste and items no longer needed

Notes / person responsible: _____

Cleaning and handover timeline (continued)

Continue recording tasks and responsibilities below.

48 hours before

- ☐ Check the agreed cleaning scope again
- ☐ Check windows, blinds and hard-to-reach details
- ☐ Keep built-in cupboards and appliances empty and accessible
- ☐ Prepare handover documents, meter readings and contact details

On handover day

- ☐ Bring all keys and the handover report
- ☐ Record specific objections in writing in the report
- ☐ Keep the cleaning company reachable if a handover guarantee was agreed
- ☐ Document any new deadlines or remedial work clearly

After handover

- ☐ Keep a copy of the signed report
- ☐ Obtain confirmation that outstanding remedial work is complete
- ☐ File final statements and receipts

Notes / person responsible: _____

Your property manager's requirements and tenancy agreement take precedence. This timeline is practical guidance, not legal advice.

Online guide: krizanovic.ch/en/end-of-tenancy-cleaning-timeline-zug.html