

Humboldt-Haus

52062 Aachen

Pontstrasse 41

Ansprechpartnerin :

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Bürozeiten: 09.00 – 17.00

Checklist before leaving the premises of the Humboldt-Haus

Please put it in the letterbox outside the Humboldt-Haus!

To check :	Yes!
Have you closed all windows and lowered the blinds?	
Have you wiped the tables clean and put them back on the cart under the stairs?	
Is the room in the same condition as you have found it?	
Have you removed all materials, posters, decorations etc. from the walls, doors or ceilings without leaving adhesive strips, stains or other damages? (In general you should ask the coordination of the Humboldt-Haus first before you put anything on the walls.)	
Have you taken all your personal belongings with you?	
Have you disposed of your waste? Please close the bin bags properly before you throw them into the container in front of the Humboldt-Haus. Do not put anything next to the container!	
Are all lights turned off? During the colder months: Is the temperature of the heaters turned down?	
Are all the doors closed/locked?	
Kitchen	
Cleaning agents, sponges etc. can be found in the cupboard under the sink	
Are all electric appliances (stove, oven, microwave, coffee machine) switched off?	
Is the patio door locked?	
Are all taps closed and no water running?	
Have you taken ALL bottles back with you?	



To check :	Yes!
Have you emptied the dishwasher?	
Have you cleaned the oven?	
Have you cleaned the microwave?	
Have you cleaned all worktops and surfaces?	
Have you put away groceries that are for everyone to use in the designated place (refrigerator, shelf)? <i>In general you should take open food with you, especially if it's perishable! This might attract vermin such as rats and ants.</i>	
Have you cleaned the dishes, cutlery, pan, pots etc. and put it back to the designated, labelled place?	
Have you swept the floors?	
Have you checked the toilets before leaving the Humboldt-Haus? (Lights switched off, tap closed, no one still inside)	
Have you locked the front door?	
If you have borrowed a key for the Humboldt-Haus, have you already made an appointment for returning it?	
Comments	/

Name of the Event:

Student Association:

Person in Charge (incl. contact details):

Date:

Signature: