

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! Garbage bins for paper and glass are behind the Humboldt-Haus in the parking area on the left or at the bus stop at REWE.	
Are all lights turned off? During the colder months: Is the temperature of the heaters turned down?	
Are all the doors closed & locked? (seminar rooms, kitchen, terrace and balcony doors)	
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?	
Are all taps closed and no water running?	
Have you taken all bottles back with you?	



Is the patio door locked?	
Have all cigarette butts been collected and disposed of in the patio (little garden area)? & Has the ashtray been emptied and cleaned? Don't put hot ashes into any garbage bin!	
Have you cleaned the oven?	
Have you cleaned the microwave?	
Have you cleaned all worktops and surfaces?	
Have you taken all your groceries with you? <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 places? If possible, the dishwasher should no longer be running when leaving the house!	
Have you swept the floor in the seminar room and wiped the floor in the kitchen?	
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?	
Comments	
e.g. if something is broken or the rooms were dirty when you arrives... Take photos and send them to info.humboldt@zhv.rwth-aachen.de with the name and date of your event.	/
We know the dishwasher probably wasn't emptied. ;-)	

Thank you very much for your cooperation in maintaining and keeping the Humboldt-Haus clean! ☺

Name of the Event:

Student Association/ Departement:

Person in Charge (Incl. contact details):

Date:

Signature: