

# CLEANING GUIDELINES

As a resident in University Accommodation, everyone on your corridor shares the responsibility for keeping the kitchen clean. Cleaning Services will help where they can, but it's ultimately up to you and the other occupants to look after the kitchen, corridor, and communal bathrooms. Working together keeps the space hygienic, pleasant, and safe for everyone.

## DAILY KITCHEN TASKS

- Wipe the cooker top
- Clean grill area & grill pan
- Wipe oven shelves & door
- Clean microwave (inside & out)
- Wipe all surfaces and cupboards
- Empty rubbish into external bins

## KITCHEN INSPECTIONS

- Communal living areas and kitchens are checked weekly
- If found dirty, you'll receive 24 hours' notice to improve the cleanliness
- All occupants will have the opportunity to appeal against the decision, which must be made in writing to the Cleaning Supervisor before 4pm on the day of the inspection.
- If not cleaned, all corridor residents receive a 1st Warning, and the kitchen will not be cleaned that week by the cleaners
- If the kitchen is not brought back to standard, you may face additional charges for a Contract Clean.
- Continued failures may lead to University Disciplinary Action
- Health & safety risks may result in immediate cleaning by the University

## COMMUNAL BATHROOMS

- Must be kept in a acceptable standard at all times.
- Excessive mess may not be cleaned and will be reported to the Facilities Team
- Cleaning staff will visit areas randomly to ensure that they are clean and hygienic.
- Communal bathrooms are inspected and cleaned daily from Monday to Friday to check they are kept at an acceptable standard and provide a normal cleaning service; however, students are responsible for cleaning the bathrooms over the weekend."

## WEEKLY KITCHEN TASKS

- Remove mouldy or out-of-date food
- Wipe inside fridges & freezers
- Brush & mop the floor
- Take recycling to the correct external bins

## BEDROOMS AND EN-SUITES

- You are responsible for cleaning your own room and en-suite (if applicable)
- Remember to ventilate rooms regularly to prevent condensation and damp (open windows)
- Clean showers regularly to avoid a build-up of damp and mildew
- Rooms are inspected once a term for maintenance and safety issues, it is the responsibility of the student to ensure any maintenance issues are reported via the Planon maintenance reporting page
- Please see the Living in Accommodation Guide for more information on inspections.
- Hoovers, mops and buckets are available in each communal kitchen

## CONTACT US

For More information contact:  
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