



Accommodation: Cleaning Rules

As an occupant of University accommodation, you are communally responsible for cleaning the kitchen. Cleaning Services will assist where possible, but it is ultimately the occupant's joint responsibility to maintain hygiene standards within the kitchen, corridor and communal bathrooms.

Daily Cleaning

Wash after every use:

- Top of cooker
- Grill area & grill pan grease free.
- Inside of the oven: shelves & door.
- Microwave surfaces, inside & out and plates.
- All surfaces including cupboards & washing area.
- Take the rubbish out either to external bins

Weekly Cleaning

Remove and dispose of:

- Mouldy/over ripe food.
- Keep the inside of the Fridges and Freezers clean.
- Brush and mop floor.
- Remove all recycling to the appropriate marked external bins.

Kitchen inspections

Communal living areas and kitchen areas are checked on a weekly basis. If a dirty kitchen is found, occupants will be given 24 hours notice to improve the cleanliness of the communal area. All occupants will have the opportunity to appeal against the decision but appeals must be made in writing to the Campus Co-ordinator/ Cleaning Supervisor before 4pm on the day of the inspection. If the kitchen remains dirty after the 24 hour period all residents on the corridor will receive a 1st warning. Your kitchen will not be cleaned that week by our cleaners and it will be the resident's responsibility to bring it back up to standard. Appeals at this stage will not be considered. If the kitchen continues to fail inspections on a regular basis, students will be dealt with via the University Disciplinary procedure. If a kitchen is found to be in an unacceptable condition outside the normal inspection routine, the Cleaning Services Coordinator will attend and give occupants a reasonable amount of time to clean the area prior to alternative cleaning being arranged. The University reserve the right to call for cleaning in any kitchen that is deemed a health and safety risk immediately.

Bedroom and ensuite

As an occupant, you will be responsible for cleaning your bedroom and en-suite (if applicable). The cleaners will not do this for you. Hoovers are available and, each kitchen has a mop and bucket. Bedrooms will be inspected once a term to ensure that maintenance issues are being reported and that the Licence Agreement is being abided by. This includes issues of health and safety, risks of fire or damage to fire detection equipment. Staff may not be able to check the condition of walls and carpets at this time and any problems will be dealt with during the end of year inspections. Please see the Student Guide to Accommodation for more information on inspections. It is very important to ensure that bedroom windows are open on a regular basis to air out the room. If this is not the case, a build up of condensation will occur around the windows and on outside walls. Please ensure that the shower facilities are cleaned on a regular basis to prevent the build up of damp and mildew.

Communal Bathrooms

Occupants must ensure that the communal bathrooms are in an acceptable condition at all times. Excessive mess or uncleanliness will be reported to Campus Operations and may not be cleaned by the staff. Cleaning Services work on all sites between the hours of 9.30am - 2.00pm (varies by campus). They visit areas randomly to ensure that they are clean and hygienic. Cleaning staff will visit bathrooms daily to check their condition.

We're signed up to
**The Student
Accommodation Code**

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ACCOMMODATION