

# Shared Living Agreement

## Cleaning Instructions



# Cleanliness

The day to day cleaning of your accommodation is the responsibility of your house or flat. It is important to keep the communal areas clean and yourselves healthy.

Being able to agree on how you share the responsibility will help maintain relationships with your housemates, make living in student accommodation more enjoyable, and is important to your wellbeing.

**Keeping on top of the cleaning shouldn't take ages and should quickly become part of your weekly routine. Maintaining a good level of cleanliness will help our staff to deliver a good service when cleaning your accommodation.**

Before you start:

- Always read labels on cleaning products and follow the instructions.
- Wear protective gloves and wash your hands once you have finished.
- Do not use bleach or bleach based products as these items are toxic.
- Do not mix cleaning products. The different chemicals when combined can be toxic and harm your health.
- Wash cleaning cloths regularly.
- Store cleaning products in a cool dark cupboard.

## **Good to know!**

*Use different cloths for different areas. For example yellow for kitchen, red for toilet, and green for bathroom areas. This reduces the risk of spreading bacteria from area to area.*

## Cleaning

With daily use, your cooker can get a build-up of grease and charred food debris. This can lead to an unpleasant burning smell when cooking and could eventually become a fire hazard. Your cooker should be cleaned regularly using kitchen multi-purpose degreaser.

How to clean your oven:

Equipment	How To
<ul style="list-style-type: none"> <li>• <b>Kitchen multi-purpose degreaser</b></li> <li>• <b>Protective gloves</b></li> <li>• <b>Sink of hot soapy water</b></li> <li>• <b>2 or 3 cloths</b></li> <li>• <b>Scourer</b></li> </ul>	<ol style="list-style-type: none"> <li><b>1.</b> Ensure the cooker is turned off at the mains and check the temperature of the hob/oven/grill to make sure it is cool.</li> <li><b>2.</b> Wearing protective gloves, remove debris from around the hob/oven and grill and put in bin.</li> <li><b>3.</b> Remove oven shelves and trays place in sink of hot soapy water and leave to soak for 5-10 mins.</li> <li><b>4.</b> Follow the cleaning instructions given on the cleaning product, spray hob, grill and oven with chemical and allow time for the chemical to work.</li> <li><b>5.</b> Clean all surfaces with a damp cloth and then rinse all surfaces.</li> <li><b>6.</b> Using a dry cloth, wipe all surfaces to remove any excess liquid.</li> <li><b>7.</b> Clean oven shelves and grill, rinse under running water and wipe with a dry cloth.</li> <li><b>8.</b> Put oven shelves and grill in the cooker.</li> <li><b>9.</b> Remove gloves and wash hands.</li> </ol> <p><b>For stubborn, burnt on stains use a scourer.</b></p>

### **Good to know!**

*Make cleaning the oven easier and line the base and sides of the grill pan with tin foil. When you need to clean you can replace the foil and just clean the wire rack, saving lots of time and elbow grease.*



## Cleaning

All it takes it one baked bean explosion to ruin a clean microwave.

Your microwave should be cleaned weekly using kitchen multi-purpose cleaner.

### **Good to know!**

*Cleaning spillages straight away will make cleaning the microwave an easier and quicker job.*

How to clean your microwave:

Equipment	How To
<ul style="list-style-type: none"><li>• <b>Kitchen multi-purpose cleaner</b></li><li>• <b>Protective gloves</b></li><li>• <b>Sink of hot soapy water</b></li><li>• <b>2 or 3 cloths</b></li><li>• <b>Scourer</b></li></ul>	<ol style="list-style-type: none"><li><b>1.</b> Ensure the microwave is turned off at the mains.</li><li><b>2.</b> Wearing protective gloves, remove glass turntable and place in sink of hot soapy water and leave to soak.</li><li><b>3.</b> Follow cleaning instructions on chemical bottle, spray internal and external surfaces, wipe with a clean damp cloth, paying particular attention to the ceiling of the inside and inside door.</li><li><b>4.</b> Rinse all surfaces to remove any excess chemicals and dry using a dry cloth.</li><li><b>5.</b> Clean glass turntable, rinse under running water, wipe with a dry cloth and return to microwave.</li><li><b>6.</b> Remove gloves and wash hands.</li></ol> <p><b>For stubborn, burnt on stains use a scourer.</b></p>

# Cleanliness *The Fridge*

It is important to keep your fridge clean as it is where you will be storing your fresh food. A clean fridge will reduce the risk of food poisoning.

How to clean your fridge:

Equipment	How To
<ul style="list-style-type: none"><li>• Kitchen multi-purpose cleaner</li><li>• Protective gloves</li><li>• Sink of hot soapy water</li><li>• 2 cloths</li></ul>	<ol style="list-style-type: none"><li>1. Remove all food from the fridge.</li><li>2. Wearing protective gloves, remove any large pieces of debris.</li><li>3. Remove all detachable part-shelves and salad trays, put in sink of hot water and allow to soak.</li><li>4. Spray internal surfaces, except the ice compartments.</li><li>5. Follow cleaning instructions on chemical bottle, spray chemical on damp cloth and wipe all surfaces paying particular attention to the door seal rails and joins between the doors and shelf brackets.</li><li>6. Rinse all surfaces to remove any excess chemicals and dry using a dry cloth.</li><li>7. Clean shelves and salad trays with a clean cloth, rinse under running water and dry with clean cloth.</li><li>8. Put back in the fridge shelves and salad tray.</li><li>9. Put back food.</li><li>10. Remove gloves and wash hands.</li></ol>

## **Good to know!**

- 1 *Don't overload your fridge or freezer as this can affect the air circulation which is important to maintain the correct temperature.*
- 2 *If your fridge/freezer needs defrosting, please speak to your Deputy Team Leader who will be able to help with this. Do not use sharp objects to try and defrost the freezer as this can cause damage.*

## Food Health & Safety

Avoid the risk of food poisoning by:

- Disposing of any out of date food
- Cleaning work surfaces
- Storing raw and cooked food separately

## Cleanliness *The Toaster*

Often forgotten when cleaning, your toaster will require regular cleaning and emptying of any crumbs.

How to clean your toaster:

Equipment	How To
<ul style="list-style-type: none"><li>• Kitchen multi-purpose cleaner</li><li>• Protective gloves</li><li>• 2 cloths</li></ul>	<ol style="list-style-type: none"><li>1. Unplug toaster from the mains.</li><li>2. Shake the toaster upside down over the sink to remove crumbs and debris from inside. Keep toaster and power lead away from any water.</li><li>3. Wearing protective gloves, follow the cleaning instructions on chemical bottle, spray chemical on damp cloth and wipe all surfaces.</li><li>4. If the toaster has a crumb tray, pull it out and clean this. Leave to dry completely before putting back into the toaster.</li><li>5. Remove gloves and wash hands.</li></ol>

### **Good to know!**

*Make sure your toaster is completely dry before plugging back into the mains.*

# Cleanliness *The Kettle*

As part of your cleaning routine make sure you give your kettle a bit of attention to remove any food splashes or dirty marks.

## **Good to know!**

- 1** *The kettle is for water only and shouldn't be used for any other liquids.*
- 2** *Never fill your kettle over the max line and make sure it is filled with at least one cup of water.*
- 3** *Limescale will gradually build up on the heating element of your kettle causing it to take longer to boil. If you need your kettle descaling speak to your Operations Team.*

How to clean your kettle:

<b>Equipment</b>	<b>How To</b>
<ul style="list-style-type: none"><li>• <b>Protective gloves</b></li><li>• <b>Sink of hot soapy water</b></li><li>• <b>2 cloths</b></li></ul>	<ol style="list-style-type: none"><li><b>1.</b> Unplug the kettle from the mains.</li><li><b>2.</b> Wearing protective gloves, detach from base.</li><li><b>3.</b> Wipe the base with damp cloth and rinse out inside of kettle. Keep kettle and base away from the water.</li><li><b>4.</b> Wipe the outside of the kettle with a damp cloth, dry before returning to the base.</li><li><b>5.</b> Remove gloves and wash hands.</li></ol>

# Cleanliness *The Kitchen Floor*

It is important to sweep and clean the kitchen floors. This will remove any debris from cooking and keep away unwanted pests.

How to clean your kitchen floor:

Equipment	How To
<ul style="list-style-type: none"><li>• Floor cleaner</li><li>• Protective gloves</li><li>• Bucket filled with hot water</li><li>• Mop</li><li>• Broom</li><li>• Dustpan and brush</li><li>• Non-abrasive pad</li></ul>	<ol style="list-style-type: none"><li>1. Brush floor with broom removing dust and debris. Do not use the vacuum.</li><li>2. Wearing protective gloves, fill the bucket with hot water and add floor cleaner as per the product instructions.</li><li>3. Starting with the point furthest from the door, mop the floor, working in small sections.</li><li>4. Mop all edges including skirting boards. Stubborn marks can be removed with a non-abrasive pad.</li><li>5. Remove any splashes from walls with cloth as you go.</li><li>6. Leave the floor as dry as possible.</li><li>7. Dispose of dirty water down the toilet and flush.</li><li>8. Remove gloves and wash hands.</li></ol>

## **Good to know!**

- 1 *Rinse your mop frequently and change the water if dirty*
- 2 *Wiping up any food spillages immediately will stop your kitchen floor being covered in stubborn marks and stains and will make cleaning the floor easier.*



## Health & Safety

Try to remove as much excess water before you start mopping – too much water can make cleaning the floor harder and will take longer to dry, potentially becoming a risk.

## Avoiding Pests

Pests are tempted in to your accommodation by food debris. Avoid unwanted visitors by:

- Keeping your kitchen clean.
- Correctly storing food. Cover or use air tight containers for opened food.
- Keep waste and recycling in the bins and regularly empty.
- Vacuum or sweep your floors to remove any debris.

## Electricals

- Do not overload sockets as this will cause the system to overload and the electricity supply will cut off. If this does happen you need to report the incident to your Operations Team immediately.
- Appliances bought overseas must comply with UK electrical safety standards. Do not use appliances that do not conform as these appliances could be dangerous to use.

As well as your kitchens, it is important to consider your shared bathrooms. These will be cleaned as per your service level agreement but you may need to clean inbetween these times to maintain a usable space for everyone.

## **Good to know!**

*Before cleaning the bathroom always open a window or door as this helps with ventilation when using cleaning chemicals.*

## **Toilet**

Cleaning the toilet may not be very high on the list of things you want to do but it is important to regularly clean the toilet. This will avoid unpleasant smells and the build-up of bacteria.

How to clean your toilet:

<b>Equipment</b>	<b>How To</b>
<ul style="list-style-type: none"><li>• <b>Limescale removing toilet cleaner</b></li><li>• <b>Bathroom multi-purpose cleaner</b></li><li>• <b>Protective gloves</b></li><li>• <b>Toilet brush</b></li><li>• <b>Cloth</b></li></ul>	<ol style="list-style-type: none"><li><b>1.</b> Flush the toilet to ensure it is clean and to remove any chemicals that could already be in the toilet bowl.</li><li><b>2.</b> Wearing protective gloves, apply toilet cleaner to the toilet and brush the inside of the bowl using the toilet brush.</li><li><b>3.</b> Flush the toilet to remove any excess cleaner.</li><li><b>4.</b> Follow the cleaning instructions on multi-purpose cleaner, spray chemical on damp cloth and wipe all surfaces.</li><li><b>5.</b> Remove gloves and wash hands.</li></ol>

## **Good to know!**

*Keep a pair of protective gloves solely for the purpose of cleaning the toilet. You could buy them in a different colour so you won't accidentally use them for washing dishes.*

## Shower

Avoid your shower becoming home to mildew and grime by regular cleaning. Don't forget to unclog the drain as this will avoid blockages and flooding.

How to clean your shower:

<b>Equipment</b>	<b>How To</b>
<ul style="list-style-type: none"><li>• <b>Bathroom multi-purpose cleaner</b></li><li>• <b>Protective gloves</b></li><li>• <b>2 cloths</b></li><li>• <b>Non-abrasive pad</b></li><li>• <b>Shower squeegee</b></li></ul>	<ol style="list-style-type: none"><li><b>1.</b> Remove any toiletry bottles and other items from the shower.</li><li><b>2.</b> Wearing protective gloves, rinse the shower, removing any debris from the drain hole.</li><li><b>3.</b> Follow the cleaning instructions on multi-purpose cleaner, spray chemical on to all surfaces and leave before rinsing.</li><li><b>4.</b> With a damp cloth wipe all surfaces. Use a non-abrasive pad for more stubborn marks.</li><li><b>5.</b> Use a shower squeegee to remove any excess water.</li><li><b>6.</b> With a clean cloth wipe all surfaces including fixtures and fittings.</li><li><b>7.</b> Remove gloves and wash hands.</li></ol>

 **Good to know!**

*Clean from top to bottom to avoid cleaning the same area multiple times.*

## Washbasins

Your washbasins will get a lot of use and will need to be cleaned frequently to avoid a build-up of dirt and grime.

How to clean your washbasins:

<b>Equipment</b>	<b>How To</b>
<ul style="list-style-type: none"><li>• <b>Bathroom multi-purpose cleaner</b></li><li>• <b>Glass cleaner</b></li><li>• <b>Protective gloves</b></li><li>• <b>2 cloths</b></li><li>• <b>Non-abrasive pad</b></li></ul>	<ol style="list-style-type: none"><li><b>1.</b> Remove any toiletry bottles and other items from around the washbasin.</li><li><b>2.</b> Wearing protective gloves, remove any debris from the plug hole.</li><li><b>3.</b> Follow the cleaning instructions on multi-purpose cleaner, spray chemical on to the walls, tiles, ledges, pipes, underneath the basin, and fixtures and fittings.</li><li><b>4.</b> With a damp cloth wipe all surfaces. Use a non-abrasive pad for more stubborn marks.</li><li><b>5.</b> With a clean cloth wipe all surfaces including fixtures and fittings.</li><li><b>6.</b> Polish chrome with a dry cloth.</li><li><b>7.</b> Using a damp cloth wipe mirrors with glass cleaner and then buff with a dry cloth.</li><li><b>8.</b> Remove gloves and wash hands.</li></ol>

## Bathroom Floor

As part of your bathroom cleaning routine don't forget the floors.

How to clean your bathroom floor:

Equipment	How To
<ul style="list-style-type: none"><li>• Floor cleaner</li><li>• Protective gloves</li><li>• Bucket filled with hot water</li><li>• Mop</li><li>• Broom</li><li>• Dustpan and brush</li><li>• Non-abrasive pad</li></ul>	<ol style="list-style-type: none"><li>1. Brush floor with broom removing dust and debris. Do not use the vacuum.</li><li>2. Wearing protective gloves, fill the bucket with hot water and add floor cleaner as per the product instructions.</li><li>3. Starting with the point furthest from the door, mop the floor, working in small sections.</li><li>4. Mop all edges including skirting boards. Stubborn marks can be removed with a non-abrasive pad.</li><li>5. Remove any splashes from walls with cloth as you go.</li><li>6. Leave the floor as dry as possible.</li><li>7. Dispose of dirty water down the toilet and flush.</li><li>8. Remove gloves and wash hands.</li></ol>

 **Good to know!**

*Rinse your mop frequently and change the water if dirty.*

## Health & Safety

Try to remove as much excess water before you start mopping – too much water can make cleaning the floor harder and will take longer to dry, potentially becoming a risk.