



# UCD RESIDENCES HOUSING AUDITS

## USEFUL TIPS

### CLEANING SHARED SPACES

#### Communicate with your flatmates

Speak to your flatmates face to face and put a cleaning rota in place. A sample cleaning rota can be found on the UCD Residences website.

It may be a good idea to have an apartment meeting to discuss the tasks to be carried out and share the responsibility.

### GOOD CLEANING HABITS

#### Daily tasks

Preparing for the housing audits each semester will be easier if your apartment adopts good habits from the beginning of the semester but it's never too late to start! The simplest of tasks like rinsing dishes directly after use will speed up cleaning time and help keep the apartment clean throughout the year.



### HOUSING AUDIT

Housing Audits take place across UCD Residences each semester to ensure all residents live in a safe, hygienic environment and to prevent unnecessary damage and neglect of UCD Residences property. An email will be sent to all residents with information about the audits and the general commencement date. This will be followed with a location specific email stating the exact date for your house closer to this date.

We know that are our residents are often quite busy and housing audits may not always be carried out at a convenient time. We avoid major dates on the academic calendar like revision weeks and exam periods but some programmes have assessment or placement outside of these dates.

If you do not receive an information sheet after your audit this means you have passed. An information sheet will be left in any bedroom that fails and also in the kitchen if any part of the common area has failed.

### AUDIT RECHECKS

If we highlight an area in your apartment that requires further improvement we will give you a second chance to resolve. An information sheet will be left on your bedroom desk/kitchen table giving more detail and some advise on the best products to use to fix the issue.

We will return the following day (Mon to Fri) to check that items have been cleaned. If you will not be available to fix the issue as you are travelling just email us ([residences@ucd.ie](mailto:residences@ucd.ie)) and we can reschedule the recheck for later that week or when you return to UCD.



## AUDIT PROCESS

A feedback sheet will be left in your kitchen area to highlight any areas that need further improvement or to note if your apartment has passed the housing audit. A feedback sheet will only be left in your bedroom if we will be making a return visit. We will also send an email to your UCDconnect address to inform you if we need to recheck your apartment. Housing audits and rechecks are carried out between 10am and 5:30pm. Emails are sent at the end of the day between 5pm and 6:30pm.



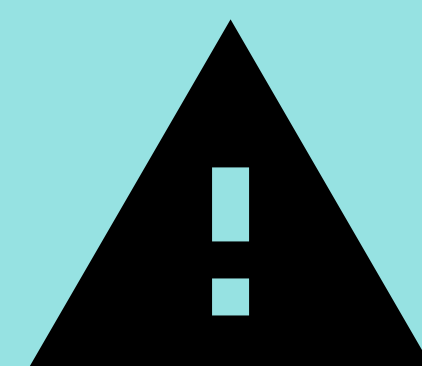
Do not worry if your apartment does not pass the first inspection. We will return the following day (Mon to Fri) to recheck any areas outlined on the feedback sheet.



### There are several reasons why you might fail but the most common are:

- Microwave/Hob has visible splashes from food and/or food burnt in to it
- The bins are overflowing, almost full or have a bad smell to them
- Excessive crumbs/food particles/clothing on floor
- Takeaway boxes/shopping bags littering the room
- Piles of dirty dishes on the study desk/tables/counter or in the sink
- Flooring is not visible due to clothes, shoes, rubbish etc.
- Sinks which have extensive dirt and hair in them
- Posters or decorative items attached to wall with thumbtacks or sellotape
- Bathroom/shower floor has visible soap residue/hair
- Clear fire hazards such as candles, extension cords and clothing/towels covering the electric heaters
- Mirrors which have visible dirt, smudges and streaks
- Dirt on the inside of the toilet bowl, including under the water line

If there are still items that need improvement after the second check we will give you a third and final chance to clean. We are aware that some items may not be able to be resolved to their original condition but will be looking for signs to show that the resident has made a good effort to clean as requested.



Should the resident fail to resolve the outstanding cleaning tasks our onsite cleaning team will be asked to attend and clean the item(s) at an additional cost. Once this has been carried out the additional charges will be billed back to the resident.

# USEFULTIPS

## Dishes and Cookware

Stains become much harder to remove when dried in. Cleaning time will be reduced if pots, pans, dishes, glassware and cutlery are washed in warm soapy water immediately after use. Any food particles/residue should be removed from the sink and disposed of.

**Recommended product: Fairy Liquid**



## Floors

Floors in shared spaces should be swept daily and washed weekly. They should be washed more frequently to wipe up spills/stains. Floors should be vacuumed weekly to prevent build up of dust & reduce chances of possible pest infestation.

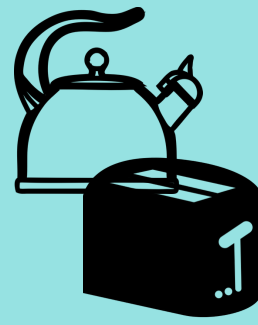
**Recommended product: Fairy Liquid or a purpose Floor cleaner e.g Flash**

## Electronic Appliances

**Make sure all appliances are switched off & plugged out before cleaning**

- Microwave: Wipe with clean damp cloth.
- Toaster: Crumb tray removed and emptied regularly to prevent fires.
- Fridge: Wipe with clean damp cloth. Mix baking soda with some water for more stubborn stains.
- Electric Hob: Spills wiped immediately. Stains that are cooked in are harder to remove. CIF cream left overnight & scrubbed with Brillo Pad.
- Ceramic Induction Hob (**Ashfield & RCC**): Should only be cleaned with Hob Brite/CIF cream using a clean damp cloth. Product should be completely removed before appliance switched on again.

**Recommended product: CIF cream**



## Worktops and Other Surfaces

Worktops, tables and other surfaces should be wiped with a clean cloth to remove crumbs after use. Build up of crumbs and stains can lead to pest infestations. Surfaces should also be disinfected daily especially after working with meat products to prevent spread of germs e.g. salmonella.

**Recommended products: CIF cream or Detol Disinfectant spray**

## Refuse and Recycling

General waste bin should be emptied at least every second day but more frequently if it contains meat packaging. Fridge & Freezer should be checked for expired products which should also be disposed of. The bin should also be disinfected and a new liner inserted. Compost and recycling should be removed weekly. Recycling items should be Clean, Dry & Loose before placing in recycling bins.

**Recommended products: CIF cream or Detol**

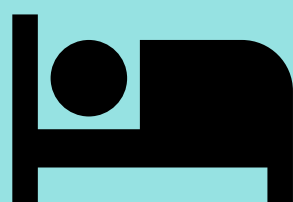
## Bathroom Fittings

Shower tiles- should be wiped down weekly using a specialised bathroom product  
Mirrors- should be wiped with a dry cloth weekly or as required.

Sink- Rinse any toothpaste residue immediately and disinfect weekly.

Toilet bowl & brush- Toilet should be flushed after use. Bowl should be disinfected weekly using a small amount of bleach or a specialised toilet cleaning product.

**Recommended products: CIF cream or Detol**



## Bedroom

Bed should be made (duvet cover & pillowcases essential). Curtains should be open & window is placed on nightlatch if you are not in the room. Floor should be vacuumed weekly. Excess rubbish should be removed frequently. Suitcases/Laundry bags neatly placed into one area. There should be no posters or decorative items attached to wall with thumbtacks or Sellotape. Mirrors should be wiped with a dry cloth weekly or as required. Surfaces should be wiped down frequently to prevent a build up of dust/dirt.

**Recommended products: Multi-surface spray**