

GLEN/ROE/PBY CLEANING ROTA

DATE	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
KITCHEN	1	6	5	4	3	2	1
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
LOUNGE	2	1	6	5	4	3	2
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
CORRIDOR	3	2	1	6	5	4	3
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
FLOORS	4	3	2	1	6	5	4
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
BINS	5	4	3	2	1	6	5
	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
REST	6	5	4	3	2	1	6

Please be advised that UCD Residences carry out spot checks and apartments audits throughout the semester.

As a matter of general housekeeping we recommend that residents try to work together and put a cleaning rota in place with a view to arranging the maintenance and cleaning of their apartment.

Standard Procedures

1. Wash all crockery and kitchen utensils after use
2. Wipe down all surfaces after use
3. All spills to be cleaned up immediately!
4. All recycling & refuse to be brought to the skip at least every two days
5. Out of date food to be removed from fridge and cupboards

Standard Bedroom Procedures

1. Vacuum bedroom weekly
2. Empty bin daily
5. Change bed linen weekly

Weekly Procedures

1. Vacuum all carpets , hallway and bedrooms
2. Wash cooker and tiled area behind (Mr muscle)
3. Clean fridges
4. Wash down counters and draining board in kitchen
5. Clean shower, sink, toilet and floors in Bathrooms
6. Wash all tiled flooring (hot water and a small amount washing up liquid)

Rota

We suggest that using the rota above residents can organise a cleaning schedule for their apartment