

## BELGROVE/MERVILLE CLEANING ROTA

DATE	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
BATH 1	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
	1	4	3	2	1	4	3	2
BATH 2	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
	2	1	4	3	2	1	4	3
KITCHEN	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
	3	2	1	4	3	2	1	4
BINS/FLOORS	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM	ROOM
	4	3	2	1	4	3	2	1

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 Out of date food to be removed from fridge and cupboards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 microwave & 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 of washing up liquid )

### **Rota**

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

## 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

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