

## HOUSEKEEPING TIPS



*The Village Management carries out thorough housekeeping inspections throughout the semester to ensure that your living environment is being maintained to a satisfactory standard.*

To help you keep your house/apartment clean, the Campus Life Services team has gathered a few tips that you may consider:

- Treat your house/apartment as your home
- Make sure that all residents take part in your cleanup so that it is a shared effort
- Set up a cleaning roster
- Think TIDY
- If you are not sure which product to use, check the following list:

- **Bathroom/ Ensuite basins and shower tray and toilet** – CIF or other leading bathroom cleaner
- **Shower door** – Shower Shine or other leading shower door cleaner
- **Ensuite floors** – Multi purpose cleaner – use diluted with mop
- **Kitchen floors** – Multi purpose cleaner – use diluted with mop and use soft scrubber for scuffs
- **Cupboard doors** – Degreaser/Multi purpose cleaner
- **Counter tops** – Multi purpose cleaner
- **Oven** – Oven cleaner for interior, multi purpose for exterior
- **Hob** – CIF / Multi purpose cleaner – use with a scrubber
- **Mirrors and wooden surfaces such as coffee table, TV stand and bedroom furniture** – Furniture polish

- If in doubt, call to reception and ask for advice.



- Before your housekeeping inspection check the following:

**1. Bedrooms:**

- Carpet clean, no stains including hard to reach areas and around skirting
- All table tops (Bed shelf/desk/window sill) clean
- All shelves clean
- No marks on walls (poster marks/damage)
- Interior windows are clean

**2. En suite or bathrooms:**

- Sink clean (including plug hole and taps)
- Toilet bowl clean (Including seat)
- Shower tray clean (including plug hole)
- Shower walls clean
- Shower door clean (free of residue)
- En suite floor clean
- No marks on walls

**3. Corridors:**

- Hall carpet clean, no stains and clean around skirting
- Areas around telephone and hall heater clean
- Doors leading to all rooms and living areas clean

**4. Kitchens and living areas:**

- Floors clean, mopped and free of scuffs, around appliances, bins, cupboards and under sofas
- Bin is empty and clean
- All refuse including recyclable materials and bottles are disposed of
- All cupboard doors are clean
- All counter tops are clean
- Hob is clean and free of black marks
- Oven interior and door is clean
- Fridge is clean (Inside and out)
- Tile splash backs are clean
- Cutlery drawer is clean
- Sofas are clean – no stains / tears
- Coffee tables and TV stand are clean
- TV has functioning remote control
- Interior windows are clean
- Interior balcony doors are clean
- Walls are free of marks (poster marks / damage)
- Balconies are clean and free of debris
- Curtains are hanging correctly

**5. General:**

- There is no refuse or public signage on display
- There are no unpleasant odours
- Apartment and room number plates are all in place
- Fire equipment is in place
- Intercom / telephones / doorbell functional
- Note any maintenance issues requiring attention