

## Ann Patten

### Bedder and Students: Expectations and Responsibilities

The following code of conduct has been drawn up through discussion between Ann Patten, the Housekeeper and Sophie Adelman, ECSU President, in order to clarify the responsibilities of Bedders and Students and the expectations they should have of each other.

#### Responsibilities of Students

1. Students will agree with their Bedder at the beginning of each term on which day they will make their room available for cleaning. It will then be students' responsibility to ensure that the floor space is clear to enable the carpet to be vacuumed. Bedders will not move any students belongings so if students would like desktops, shelves, hand basins or other surfaces to be cleaned it is their responsibility to ensure these are clear.
2. All students should do their own washing up and leave the sink and work surfaces clear every day. Students should try and assist their Bedder by cleaning up spillages.
3. New linen will be provided once a week and dirty linen collected the following day. It is the responsibility of students to make their own beds and leave the dirty linen out to be collected.
4. Students will place their bin outside their door if they do not wish the Bedder to enter. Similarly, if students would prefer to have their fresh linen left outside their room they should leave a clean plastic bag on their door handle into which the Bedder will place their fresh linen.
5. Students will not use blutac/whitetac or adhesive sticking tape or tabs on room walls. Only hooks and pin nails, which are available from the maintenance department and ECSU shop are authorized. Students may ask the maintenance department for advice and help if they have particular items they wish to hang. Any damage to walls will incur a fine.
6. If students are ill in their room or an unusual mess is made, they are requested to inform the housekeeper so that appropriate action can be taken.
7. At the end of each term students are requested to clear their rooms but may leave pictures on the walls. All belongings must be removed. Students will put any rubbish into a bin liner provided by the Bedder. Please do not overfill the bag as the Bedder may have to carry it down stairs (Health and Safety). At the end of the year students must completely clear their rooms. Any unauthorized adhesive left on the wall or damage caused by the use of blutac/whitetac/tape will incur a fine.
8. Students have a responsibility to themselves to put private matters/belongings away on days the Bedders clean their rooms.
9. Any matters concerning Bedders or Housekeepers can be discussed with the Housekeeper, Ann Patten.

#### Responsibilities of Bedders

1. Bedders will empty room bins every day and change the bin liner as frequently as necessary but at least once a week.
2. Bedders will gain access to a room by knocking first and then waiting for a reasonable amount of time before turning the key and entering the room. If students leave their bin outside the door or hang a plastic bag on their door for clean linen to be left in then Bedders should not enter the room.
3. Staircases and external corridors should be cleaned at least once a week but may need to be more frequent during winter months.
4. Gyp rooms should be cleaned everyday – sinks, electric rings and inside of microwaves should be cleaned, and work surfaces wiped down. Gyp room bins will be emptied at least twice a week or more frequently if full.
5. All rooms will be vacuumed, and hand basins and mirrors will be cleaned a minimum of once a week. Cleared surfaces and shelves will be dusted at least once a week. Bedders should agree which day they will need access to students' rooms at the beginning of each term.
6. Bathrooms and showers will be cleaned every day.
7. Bedders will leave clean linen once a week for students to make up their beds. Linen should be left on the bed or on a chair unless students leave a plastic bag on their door handle indicating that they do not wish to be disturbed. Dirty linen should be left for Bedders to remove the following day.
8. Bedders will replace toilet paper as and when required and will clean the toilet areas daily.
9. Bedders will recognize the importance of students privacy and undertake to use discretion when discussing matters concerning students and their rooms with other people, whether inside or outside college.