

Emmanuel College Graduate Cleaning Policy

Ann Patten, Housekeeper
Sam Smith, MCR Accommodation Officer 2013/2014

The tasks of cleaners in graduate housing are as follows:

Daily Tasks

1. Kitchens
Clean sinks, draining boards, taps, work tops, tables, hobs. Check plug holes are clear. Mop floor.
2. Bathrooms/Toilets/Showers
Clean toilets, baths and showers thoroughly, including toilet seats/hinges/pedestals. Also clean sinks, taps, tiles, mirrors. Restock toilet roll. Remove hairs from plug holes. Mop floor.
3. Common rooms
Tidy and Hoover. Clean sinks where applicable.
4. Other Tasks
Collect rubbish from student rooms/kitchens/bathrooms/common rooms etc.

Weekly Tasks

1. Kitchens
Thorough clean (e.g. behind microwaves/appliances). Clean ovens and microwaves inside and out. Check washing up liquid and sponges.
2. Bathrooms/Toilets/Showers
Clean toilet brushes/holders. Check shower curtains and replace if necessary. Clean shower mats if necessary.
3. Other Tasks
Check cleaning supplies, check Hoover bags and replace if necessary. Hoover/clean stairs and corridors.

Student privacy

Cleaners should knock before entering student rooms. Students may leave a note on their door if they do not want to be disturbed.

A note about kitchens

Students must leave kitchens in a sufficiently tidy state to allow cleaners to do their jobs. Students are expected to:

- Wash up after cooking, and clear sink holes of food. Wipe down any surfaces used. Ensure that unused food in cupboards and fridges is thrown out before it rots.

Graduates living in undergraduate accommodation

A small number of graduates sometimes live in housing primarily occupied by undergraduates. The cleaning policy in these houses is slightly different.