Churchill College
Cleaning guidelines for Residents

COVID-19 Special Precautions

September 2020
Cleaning Responsibility

Residents at Churchill College are expected to keep their own living areas clean and tidy. When living with others it is essential that you co-operate with each other to ensure that communal kitchens, bathrooms and WCs are kept in a safe, hygienic state.

The following Chemicals and equipment are supplied to enable students to clean their own areas. It is essential that each household group takes responsibility for daily and weekly responsibilities listed below and you may wish to organise a rota with your group to share the cleaning duties. If you require some assistance with the organisation of a rota please contact the Domestic Manager: rosemary.saunders@chu.cam.ac.uk who will be happy to help.

It is essential that everyone understands exactly what each chemical is for and the safety information that goes with the product. If you have any doubts, please see the COSSH information on the kitchen noticeboards.

Cleaning products

We have provided you with cleaning products in a cupboard in your kitchen. Please refer to the instructions below to explain what each product is and how it is to be used. Please return chemicals and equipment after use. For replenishment of chemicals please contact Housekeeping www.chu.cam.ac.uk/student-hub/resources/housekeeping

Sani Des - a disinfectant for bathrooms and toilets (including flooring). Use spray by apply to the cloth and then wiping the surface down. Rinse surface after using chemical.

Sprint Emeral - a hard surface cleaner (not to be used on real wood) i.e desks and bookshelves. Use spray by applying to the cloth and then wiping the surface down.

Sprint Glass - for use on windows, glass and mirrors. Apply spray to the cloth and then wipe the surface down. Use a dry cloth to buff surface.

Jontec - For use on flooring. Dilute one measuring cap to half a bucket of warm water. Use the mop to wash the floor, squeezing out excess water in the wringer on the bucket.

ACT Toilet Cleaner – For use on toilets and tough stains in sinks. Squeeze directly onto porcelain above the waterline and around the toilet rim. Use toilet brush to clean the bowl and flush the toilet. If using the product on stubborn stains in the sinks, ensure the product is rinsed thoroughly within 5 minutes. Do not use on plastic shower pods.

P&G Disinfecting Degreaser - Degreaser for kitchens. Apply spray to cloth and rinse after use. Ensure hands are rinsed after using this product.

Cream Cleaner - Surface cleaner with abrasive for tough stains in bath, sink, shower and kitchen surfaces. Extremely good on chrome and stainless steel. Rinse thoroughly, two or three times after use, otherwise it will leave a white film.


**Cleaning equipment**

Vacuum cleaners can be found on most floors of the accommodation in a prominent place. Please ensure when you are returning the vacuum that the lead is wound up and the hose and brush head are safely stored and do not cause a trip hazard. Please ensure storage of the vacuum does not obstruct fire extinguishers in the area. If the cleaner bag becomes full, please contact Housekeeping for a replacement. [www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging](http://www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging)

One mop and bucket is supplied per staircase/property and this is located, either at the bottom of the staircase or in the graduate housing generally in the cleaning cupboard area. A stock of bin liners, black bin bags and clear bin bags are located in the same area. If you need replenishment of rubbish bags please contact Housekeeping [www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging](http://www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging)

Please sanitize shared tools before returning the cleaning equipment.

We recommend the use different coloured cleaning products to prevent cross-contamination of germs and bacteria between bathrooms and the kitchen. The mop heads are disposable and should be changed regularly by standing on mop head and pulling pole out of plastic bracket.

**Red Cloths**- Use for Bathrooms, shower rooms and toilets

**Blue Cloths**- Use for Kitchen and general dusting in rooms

**Red Mops**- Use in bathrooms, shower rooms and toilets

**Blue Mops**- Use in Kitchens, bedrooms, staircases and corridors
**Kitchens**

**After cooking or food preparation.**
- Wash any pots, pans, plates crockery and cutlery, dry and store in allocated cupboard
- Clean hob (and oven where appropriate) after use, including the cooker hood
- Wipe down surfaces, cupboard doors and handles after use
- Wipe splash back tiles and clean around the sink after use
- Return dining hall trays, college cutlery and crockery after use

**Daily**
- Sweep and mop floors
- Empty and remove the rubbish – On staircases place in black cart at bottom of stairs ready for collection. Hostels have designated bins outside the properties. Please ensure the recycling and general waste are placed in the right bin (refer to noticeboard for waste management instructions)
- Remove any clutter from the window sills and clean
- Electrical equipment to be wiped over and cleaned - including extension leads, kettles, toasters, microwaves etc.

**At least weekly**
- Clean the inside and outside of fridges (or more frequently if spillages)
- Clean behind the fridges and vacuum behind the fridge as dust is a fire risk.
- Clean rubbish bins and lid (or more if required)
- Wipe over all light switches regularly

**As required**
- Defrost freezers when there is a build-up of ice about an 2cm thick. Remove frozen food (if you keep frozen food together in bowl or sink and cover this will keep it frozen whilst you defrost freezer). Lay towel at base of appliance to protect floor. Turn power off to freezer and leave door open. You can speed the defrosting process by putting a pan of hot water on the shelf and replace when cold with more hot water. Ensure the towel is changed when saturated. Once all the ice has melted wipe the freezer around, turn power back on and return food to freezer.
- Contact Housekeeping [www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging](http://www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging) if the cooker hood filter need replacing. It is best to replace the filter when it looks dirty, greasy or is yellowing
- Contact Housekeeping [www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging](http://www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging) for replacement washing up liquid and cleaning chemicals when needed
Bathrooms and Shower Rooms

After use
- Clean bath and taps after having a bath
- Clean the shower system (holder and shower head)

Daily
- Wipe down doors and handles
- Wipe down towel rails
- Wipe/clean wall tiles
- Wipe out soap holders
- Sweep and mop floor
- Where applicable wipe down the glass door panels where there is a shower above the bath

At least weekly
- Wipe down pipes to remove dust
- Dust window ledges and remove any build-up of dust in the extractor fans
- Contact Housekeeping for clean replacement shower curtain as and when needed
- **NB:** Cambridge is in a hard water area and therefore you may find a white residue on the shower screen, tiles and floors. This can be removed with cleaning surfaces after each use. If heavy lime scale (a white chalky deposit) builds up on floors, report to Housekeeping.
Toilets

After use
- Flush toilet, wipe seat and surround with disinfectant/sanitizer spray using a sheet of toilet tissue.
- Use toilet brush around bowl if necessary.
- Wipe up any spillages from floor ensuring area clean and dry.
- Wipe down contact points, particularly toilet handle, door handles, taps and sanitizer spray bottle.

Daily
- Wipe down doors and handles
- Wipe/clean toilet lid, seat and surround
- Clean sink
- Brush toilet bowl around with toilet brush. Put ACT cleaner around bowl.
- Sweep and mop floor
- Check toilet roll levels and refill when necessary.
- Sweep and mop floor including behind the door and toilet

Weekly
- Wipe down pipes and window ledges to remove dust
- Remove any build-up of dust in the extractor fans
- Wipe over the sanitary bin. Contact Housekeeping www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging if bin is full
- Check the state of the toilet brush regularly and replace as and when needed. Replacements can be obtained from Housekeeping www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging
Routine Checking

Housekeeping will carry out weekly routine inspections to check that you are abiding by College expectations on the use of accommodation.

What happens if the areas are not clean?

A member of the Housekeeping team will email your household to advise what area is in need of attention. If you are struggling with a rota, please ask for assistance. You will be given 24 hours to rectify the problem and thereafter the area will be inspected again. If the problem has not been resolved the matter will be referred to the Domestic Manager or Domestic Bursar if there are repeated occurrences of concerns over the cleaning routines in your household. The Dean will be alerted if disciplinary action needs to be enforced.

Pest infestation

Pests can be controlled by practising good hygiene in the following ways:

- Clean up after meals. Put food scraps in the bin, and wash and dry plates, cups, glasses, cutlery and cooking pots after use.
- Put all rubbish into the appropriate bin and empty regularly. Do not allow bins to overflow with rubbish.
- Wrap all food scraps tightly in paper before putting them in the bin
- Keep all the work surfaces, cupboards and floors clean and free of food scraps
- Regularly clean behind cookers, refrigerators and other household appliances
- Keep food in containers with tight-fitting lids

If you do discover any insects, wasps, mice or rats, please inform Housekeeping with details of the location. www.chu.cam.ac.uk/student-hub/resources/housekeeping-issue-logging

Living in accommodation with shared facilities can be overwhelming. We suggest you contact your household group and make a cleaning rota early on so everyone knows where they stand and avoid any household confrontations. No one wants their kitchen overflowing with dirty dishes or fearing to step food in the bathroom or shower so it is important that every member of the group takes responsibility.

If you have any concerns or need any further additional help or advice, please do not hesitate to contact the Domestic Manager, rosemary.saunders@chu.cam.ac.uk so that we can provide any support that you may need.

Rosemary Saunders
Domestic Manager
September 2020