



Churchill College

Cleaning guidelines for

Residents

Routine Cleaning

Housekeeping will clean your staircases at least three times a week, cleaning of the communal areas (once a week in smaller hostels) where they will also check that you are maintaining a clean household in between housekeeping servicing and 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 Head Housekeeper 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. Housekeeping@chu.cam.ac.uk

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.

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

Heidi Willers
Head Housekeeper
September 2022.

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.

Cleaning equipment

Vacuum cleaners can be found on the ground floor of your staircase. 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.

Housekeeping@chu.cam.ac.uk

A stock of bin liners, black bin bags and clear bin bags are in the kitchens.

Housekeeping also supply washing up liquid.

Please contact Housekeeping for replacement washing up liquid and bin bags.

Housekeeping@chu.cam.ac.uk

Students responsibilities in Kitchen areas

After cooking or food preparation.

- Wash any pots, pans, plates crockery and cutlery, always keep the sink area clear of dirty washing up to ensure your housekeeper can undertake the cleaning of your kitchen.
- Clean hob (and oven where appropriate) after use.
- It is the student's responsibility to maintain their kitchen bins, if the bin is full can you please pull out the bag from the bin and replace it with a clean one. Any full bags can be placed in the black cart at the bottom of your staircase, if you are in a hostels, you have large bins outside your property.
- Return any dining hall trays, college cutlery and crockery after use.

Toilets

- Flush toilet after use.
- Use toilet brush around bowl if necessary.
- Do not put paper in the sanitary bins