

# WESTGATE HALLS CLEANING GUIDE



# What to use and where...

Item	Use	With
Sink and Shower	All purpose bathroom cleaner	Non-scratch cleaning pad and/or micro-fibre cloth
Toilet bowl	All purpose bathroom cleaner	Toilet brush
Taps, windows and mirrors	Spray glass cleaner	A clean cloth, paper towels
Cupboards, desktops and worktops	Washing up liquid or all-purpose kitchen cleaner	Microfibre cloth
Microwave	Washing up liquid	Microfibre cloth
Fridge/freezer	Washing up liquid	Microfibre cloth
Cooking hob	All-purpose kitchen cleaner or washing up liquid	Non-scratch cleaning pad and / or cloth
Oven and grill shelves	Oven cleaner	Scouring pad and / or cloth
Disinfecting bathroom, kitchen and rubbish bins	Disinfectant	Cloth (remember to use separate cloths for the bathroom, kitchen and rubbish bins)

**TIP:** Antibacterial wipes are good for all cleaning problems—dirty tables, mouldy window-sill, food spill on kitchen work top, quick cleaning of sinks and toilet. They're a cheap and quick way of cleaning most things!

## Finally, remember:

- \* Stay on top of things and clean regularly
- \* If you need further advice talk to your Westgate Supervisors or Westgate Advisor
- \* If your flatmates are not doing their fair share please speak to the Westgate Advisor in the Student Centre

# Bathroom

Your en-suite needs to be cleaned at least once a week. A 15 minute clean allows you to maintain the cleanliness of the en-suite without spending hours scrubbing and disinfecting. If you follow these simple steps on a regular basis it will take no time at all to keep your en-suite clean....

- ◆ You will need a non abrasive multi-surface bathroom cleaner, cloth/sponge, toilet brush and toilet cleaner.
- ◆ Apply multi-surface bathroom cleaner to the sink, shower and mirror. Wipe and rinse using a cloth.
- ◆ Clean the shower tray (the base you stand on), the door (including the lip at the bottom) the frame, the tiles and grouting. If the grouting or tiles are discoloured you may need to spray on the cleaner and leave it to soak for a while before wiping it down. If mould appears around the shower tray this can be removed with a mould removing product—please ask your Westgate Supervisor for advice.
- ◆ Ensure that plugholes are clean and free from hair to avoid blockages.
- ◆ Apply toilet cleaner to the toilet and scrub the inside of the toilet using the toilet brush provided.
- ◆ Using an all-purpose bathroom cleaner and cloth, wipe down the outside of the toilet.
- ◆ The cloths or brushes used in or around the toilet should not be used for cleaning other areas.
- ◆ Harmful bacteria live in cleaning cloths and brushes—change them regularly and wash in hot detergent.

# Bedroom

Cleaning your bedroom is your responsibility:

- ◆ Vacuum the floor and skirting boards regularly, including under the bed.
- ◆ Dust the desk and windowsill. Dust from dust mites can cause allergies and are not healthy to inhale.
- ◆ Change and wash your bed linen regularly.
- ◆ Keep the room tidy—remove cups, plates and rubbish daily.
- ◆ Empty your rubbish bin regularly. Do not forget to recycle your paper, bottles, cans etc

Keeping your bedroom, bathroom and communal areas clean will benefit you in many ways. It will create a pleasant and hygienic environment for you to live and study in.

This guide will help you achieve this. It will give you information and tips on how to clean your bedroom, en-suite and kitchen. It is essential that you understand there are students from different backgrounds and therefore they might be used to doing things differently.



Get together with your flat mates and discuss and divide responsibilities. This will help you avoid problems such as:

- Someone not doing their fair share
- You contributing to the cleaning while others not
- One person making all the mess

## Introduce a cleaning rota

You are sharing your kitchen with other residents and all of you have a joint responsibility for keeping it clean.

To prevent any disagreements, it is fair that you all agree to take in an equal share of the work. We strongly advise that you introduce a cleaning rota.

Your task is to arrange between yourselves who will be responsible for completing each of jobs and on what day this will happen each week. You could include:

- Cleaning the cooker—oven, hob
- Cleaning the microwave
- Cleaning the fridge
- Taking the recycling to the bin area
- Wiping down the surfaces

### Don't forget:

You can ask your Westgate supervisors for advice on cleaning

Your Westgate Advisor can arrange a kitchen meeting with you and your flatmates help you resolve any issues and help you draw up a rota.

# Room Inspections

To ensure you are taking care of yourselves and looking after our accommodation it is the Hall of Residence's policy to conduct formal Room Inspections during your stay. In addition to these, weekly kitchen checks will also take place to ensure kitchens are kept clean and hygienic.

During Room Inspections we will check your kitchen, bedroom and en-suite for damages and cleanliness. You will be notified of the dates for room inspections on the termly Westgate Newsletters and on your communal notice boards.

Where levels of cleanliness are not acceptable you will be advised on steps you should take and the date for a re-inspection.

If you fail to rectify matters that have been drawn to your attention or if the level of cleanliness is persistently not of an acceptable standard you will be required to meet with a Westgate Advisor to put a plan in place to return your room to an acceptable standard. You may also be charged for any damages made to the room or it's contents.

## What to use....

Cleaning products will usually last around one to two months. Fairly contribute towards cleaning materials between your flatmates or each agree to buy one or two of the items you'll need:

- \*Rubber gloves
- \*Washing up liquid
- \*Tea towels
- \*Oven cleaner
- \*Oven sponge
- \*Non-scratch cleaning pad
- \*Microfibre cloths
- \*All purpose bathroom cleaner
- \*Toilet cleaner
- \*All purpose kitchen cleaner

Please do not hesitate to ask a Westgate Supervisor if you are unsure of your cleaning responsibilities.

Vacuum cleaners can be borrowed from the Westgate office



# Kitchen

## Sinks

- ◆ Wash up after every meal using washing up liquid, dry with a clean tea-towel and put away
- ◆ Keep the sink clear of cutlery, dishes, pots and pans
- ◆ Clean the sink regularly with an all purpose cleaner
- ◆ Never pour fat or food into the sink as this will block the drain. Please dispose of excess fat into an empty jar or container, seal the lid and then put into rubbish bin.

## Hob

- ◆ First let the hob cool and then wipe up spillages with a sponge or cloth—never let them burn.
- ◆ After cooking, clean tiled areas above and around the hob removing all the dirty marks.

## Oven

- ◆ After cooking, clean the oven regularly with a sponge and oven cleaner—always read the instructions carefully and wear rubber gloves because oven cleaner is a toxic product.
- ◆ *Tip:* Use foil to cover the grill pan and to cover the bottom of your oven—it makes cleaning easier..

## Rubbish and Recycling

- ◆ Always use a bin liner in the rubbish bin and never overfill it as it will split the bag.
- ◆ Clean the bin after emptying using an all purpose cleaner.
- ◆ Containers and packaging need to be clean and free from food before placing in the recycling bin.

## REMEMBER:

Dispose of uneaten and out-of-date food regularly to avoid bacteria growth, which could cause food poisoning.

## Microwave

- ◆ Wipe all the spillages inside the microwave with a cloth and washing up liquid after use, as leaving it over time will make cleaning difficult.

## Fridge/Freezer

- ◆ Wipe the inside and outside of fridge/freezers regularly.
- ◆ Regularly clear the drain at the back of the fridge of excess water.
- ◆ Do not over pack the freezer so the door does not shut properly, as this will lead to a build up of ice.