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The Costume Store - Example of a compulsory rota for a shared flat

Kitchen Cleaning Rota – Flat

The following rota is in place for the rest of the academic year. Let your Residence Manager know if it needs to be re-negotiated.

You are responsible for the tasks below. However, if you have made a mess whilst using the kitchen then please clean it up once you have eaten. It would be disrespectful to leave it for the person responsible for the area / task.

If the kitchen fails inspection on one of your tasks then you will be responsible for a share of the overall cleaning costs. If you have completed your tasks and the kitchen fails, you will not share the cleaning costs.

If you are going to be away around kitchen inspections then you need to arrange cover with one of your flat mates and you both need to email your Residence Manager with the agreement in case cleaning costs are necessary. If this is not in place with your Residence Manager and the kitchen fails on your task you will be responsible for the cleaning costs.

Inspection Tasks	Tasks	Resident responsible
Hallway flooring	Carpet vacuumed and free from rubbish, clutter and dust. Shirting boards dust free. Laminated floor clean, free from debris and spillages.	
Lounge (carpeted soft seating area), furniture (includes cupboard door & drawer fronts)	Lounge should be tidy and free from rubbish, clutter and dust. The carpet should be vacuumed and the coffee table clean. Furniture should be clean and free from dust, fluff, stains, food debris, spillages, marks and any personal possessions are tidy. Clean under the sofa cushions too and wipe off any marks from the walls, cupboards and drawer fronts.	
Dishes and sinks (includes draining boards)	Dishes washed up and stacked neatly or put away. Sinks should be clear of food debris and washing up and clean; not stained or with lime scale build-up. Note: Although you are all responsible for washing up, this person may need to complete it in order to pass. If this becomes a problem then buy washing up bowls and label with room numbers / names and keep your washing up here until you are ready to do it.	
Worktops and microwaves	Worktops should be tidy and free from clutter, food debris, spillages and marks. Clean underneath kitchen appliances and keep the toaster and kettle clean and free from crumbs and lime scale.	

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	Microwaves should be clean inside and out; don't forget the top of the microwave inside; there should be no food debris or spillages.	
Hobs	Clean & shined; free from grease, food debris and burnt on food around and on the rings. The splash-back wall behind should be clean and free from grease and food splashes. The extractor hood above should also be free from grease and dust.	
Ovens	Clean and free from food debris and burnt on food; this includes the oven shelves, trays and glass door.	
Fridges freezers	Fridges should be clean inside and out; no rotting food, free from dirty marks and spillages, especially water puddling under the salad drawers; smell free. Freezers should be clean inside and out and frost free; free from food spillages and dirty marks; no food debris in the door handle recess.	
Bins empty rubbish and recycling	Clean on the inside and outside; lid on and not overflowing with rubbish. No rubbish lying around; get rid of empty bottles, pizza boxes, etc.	