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Cordwainers Court - Example of a compulsory rota for a 4 bed flat

Flat Cleaning Rota

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. Wash up any pots, pans, dishes, cutlery and crockery you have used to cook/eat immediately. Wipe up any spillages you made.

If the flat fails inspection on one of your tasks then you will be responsible for a share 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
Carpets and floors	Keep all floors throughout the whole flat clear from debris and other items. Vacuum carpet in hallway. Sweep and then mop / scrub the kitchen, bathroom and toilet laminate flooring.	Room A
Chairs, table and walls	Keep all furniture including kitchen cupboard & drawer fronts clean. Wipe any marks off walls.	Room B
Worktops and microwaves	Keep worktops including kettle, toaster and microwaves clean. Don't forget to clean the inside tops of the microwaves (look up inside)	Room B
Dirty plates and Sinks	Keep sinks clear of food debris, clean and descale when necessary. Note: Although you are all responsible for washing up, this person may need to complete it in order to pass.	Room B
Hobs	Keep hobs clean, especially around the plates. Also keep the splash backs and extractor hoods clean and free from food and grease.	Room C
Ovens	Keep ovens and oven trays clean. This includes the glass panel in the doors.	Room C
Fridges and freezers	Keep fridges clean and tidy and throw out out-of-date and mouldy food. Keep freezers free from ice and defrost when necessary. Keep the outsides and handles of both clean.	Room C
Bins empty rubbish a recycling	Keep bins clean inside and out and throw the rubbish and recycling out when full or every few days, whichever comes first. Empty and clean bins in kitchen, bathroom and toilet	Room C
Toilet	Clean sink including taps, keep clean and free from lime scale build up, inside and out. Put	Room C

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	toilet cleaner in toilet and brush toilet inside with toilet brush. Wipe down other parts of toilet with separate rug, starting with cistern, then set top and bottom, then toilet point rim and outside.	
Bathroom	shower – clean and free from scum, clean drain and clean out hair and scum, clean walls, taps and keep free from lime scale, shower head clean.	Room D
Toilet and sink	Clean sink including taps, keep clean and free from lime scale build up, inside and out. Put toilet cleaner in toilet and brush toilet inside with toilet brush. Wipe down other parts of toilet with separate rug, starting with cistern, then set top and bottom, then toilet point rim and outside.	Room D