

# Downing College: Residential Student housekeeping protocol

The health, safety, and security of students, staff and visitors is the College's highest priority. To this end, a number of protocols and risk assessments are in place to ensure that all members of the College community are aware of the part that they will need to play in promoting and protecting our collective wellbeing. *This document lays out housekeeping procedures until further notice.*

**Students are responsible for the cleanliness and housekeeping in their own living and food preparation areas. You are looking after these areas not just for yourself but for your fellow residents and for those who will use these areas in the future. Maintaining a good standard of hygiene is very important to reduce the chances of spreading infection.**

1. **Student rooms must be kept clean and tidy at all times.**
2. **Bathrooms and kitchens should be kept clean and tidy at all times.** Detailed cleaning instructions are included in this document.
3. Crockery and cooking utensils should be washed and put away at all times.
4. Food must be stored appropriately in a cupboard or in a refrigerator.
5. Refuse and rubbish should be put out daily.

## Before you arrive in College:

1. Housekeeping will clean and prepare the room and bathroom ready for your arrival.
2. A cleaning pack will be left in all bedrooms and en suite bathrooms
3. A mop and bucket will be left in the kitchen.
4. A vacuum cleaner will be left in the cleaning cupboard with a red mop and bucket for bathroom floors

## Housekeeping service

1. The Housekeeping Department will be happy to answer any questions you may have or provide further information and advice if required. Please contact [housekeeping@dow.cam.ac.uk](mailto:housekeeping@dow.cam.ac.uk) in the first instance.
2. Housekeeping will clean communal bathrooms and kitchens twice weekly.
3. If anything is spilled on walls, clean immediately. Inform Housekeeping immediately of any spillages on carpets.
4. The Housekeeping Department will be carrying out periodic room inspections to ensure that reasonable standards of cleanliness and upkeep are being maintained. These will be arranged in advance by email.

## Student weekly cleaning requirements

Bathrooms	<b>Wipe shower screen thoroughly after every use with shower squeegee</b> <b>Twice per week</b>
Kitchens	<b>Keep clean and tidy daily</b> <b>Take rubbish out daily. Do not let bins overflow</b> <b>Daily – Sanitise light switches and door handles</b> <b>Sweep and mop floors at least twice per week</b>
Bedrooms	<b>Weekly</b> <b>Daily – Sanitise light switches and door handles</b>
Stairs and hallways	<b>Weekly</b> <b>Daily – Sanitise Banisters, light switches, door handles etc.</b>

# **PLEASE REFER TO RISK ASSESSMENTS AND SAFETY DATA SHEETS**

## **Cleaning instructions:**

### **Bathrooms**

- Clean all bathroom surfaces and toilet appliances.
- Vacuum and wash the bathroom floor.

**Wear gloves at all times when cleaning bathroom areas.**

**This important safety requirement should be adhered to for your own protection.**

### **Cleaning the hand basin, bath, and shower**

1. **Bath and Shower** – Use the disinfectant cleaner / RedZone with the sponge. Spray the disinfectant cleaner /RedZone onto your sponge and then clean all around the bath and shower, paying particular attention to any stubborn marks and tide marks.
2. **Remove** any hairs or debris from the plug hole.
3. **Rinse** the bath with clean hot water.
4. **Taps** - polish all sides of the taps and chrome fittings to a shiny finish using a dry micro-fibre cloth. The base of the taps must not have build-up of dirt or cleaning agent.
5. **Basin** – clean as above with sponge and Red Zone.
6. **Shower door** - clean as above with the sponge and disinfectant cleaner / RedZone and make sure that you keep them free from limescale.
7. Use the squeegee to dry thoroughly.
8. **Clean** the mirror with a dry micro-fibre cloth.

### **RED Cleaning Cloths for TOILETS**

#### **Cleaning the toilet:**

The toilet must be cleaned using a red toilet cloth, toilet brush, and toilet cleaner, as follows:

1. **Flush the** toilet.
2. **Squirt** toilet cleaner up and around the rim and leave it to work for a few minutes.
3. Using hand-hot water and a toilet cloth systematically clean cistern, handle, cover, seat, hinges, and the top of, outside, and behind the bowl. Wipe underneath the toilet and all around the base of the toilet. Wipe the toilet brush sets and the bin.
4. **Brush** underneath the rim, bowl, and bend of the toilet.
5. **Flush** the toilet and clean the toilet roll holder and toilet brush holder.
6. **Wash** the inside of the bathroom door, skirting board, and any other fixtures, e.g. the towel rail.
7. **Finally, check** the overall cleanliness.
8. **Vacuum** the floor paying particular attention to the edges and corners.

**DO NOT USE RED CLOTHS ON ANYTHING OTHER THAN THE TOILET**

#### **Wash the bathroom floor:**

1. Fill the mop bucket with hot clean water and add a capful of GreenZone.
2. Swirl the mop in the hot water, then wring it out thoroughly
3. Thoroughly wash the floor, making sure that the edges and corners are washed well

**MOPS and BUCKETS:** always use hot clean water empty bucket every day, and never leave the mop standing in water.

Mop heads need regularly to be exchanged for a clean one. These are available from the Housekeeping Department by request.

## **BLUE** Cleaning Cloths for BEDROOMS

### **Cleaning the bedroom**

- Dust all the furniture starting at one point and working through the room systematically.
- Clean all the surfaces in the bedroom (use a damp cloth and dry any stubborn stains).
- Start with high dusting, paying particular attention to cobwebs, tops of mirrors, doors, door frames, and picture rails.
- Dust desks and chairs, including the legs.
- Dust the window ledges, fireplaces, and radiators.
- Wash the skirting boards and paintwork with hot soapy water.
- Vacuum all exposed areas of the carpet that you can reach, including under tables, desks, and chairs etc.
- Use this time to check the condition of room fixtures and furniture. Fill out maintenance reports on DISTRO if required: Damage to furniture and fittings, curtains, blinds, and water damage to ceilings (there may be a leak)

## **GREEN** Cleaning Cloths for KITCHENS

### **Cleaning the kitchen**

1. **Washing up** must be completed daily and not left overnight.
2. **Wipe down** and wash all surfaces after use and leave clean at all times.
3. **Clean cooker and hob** after use, inside and out.
4. **Sweep and wash the floor** every other day, with GreenZone (as above)

### **Clean fridges regularly and dispose of out-of-date food.**

#### **Cleaning a fridge**

1. **Fridges** need to be cleaned regularly .
2. **Dispose** of out-of-date food weekly.
3. **Remove** all food before cleaning the fridge.
4. **Remove** and wash shelves and any containers.
5. **Wash** inside using a damp cloth sprayed with YellowZone.
6. **Rinse and dry.**

### **Cleaning hallways and stairs**

1. The hallway nearest to your room needs vacuuming at the same time as your bedroom.
2. All banisters must be wiped down daily to prevent the spread of COVID-19.

3. Use antibacterial wipes daily on door handles and light switches.

