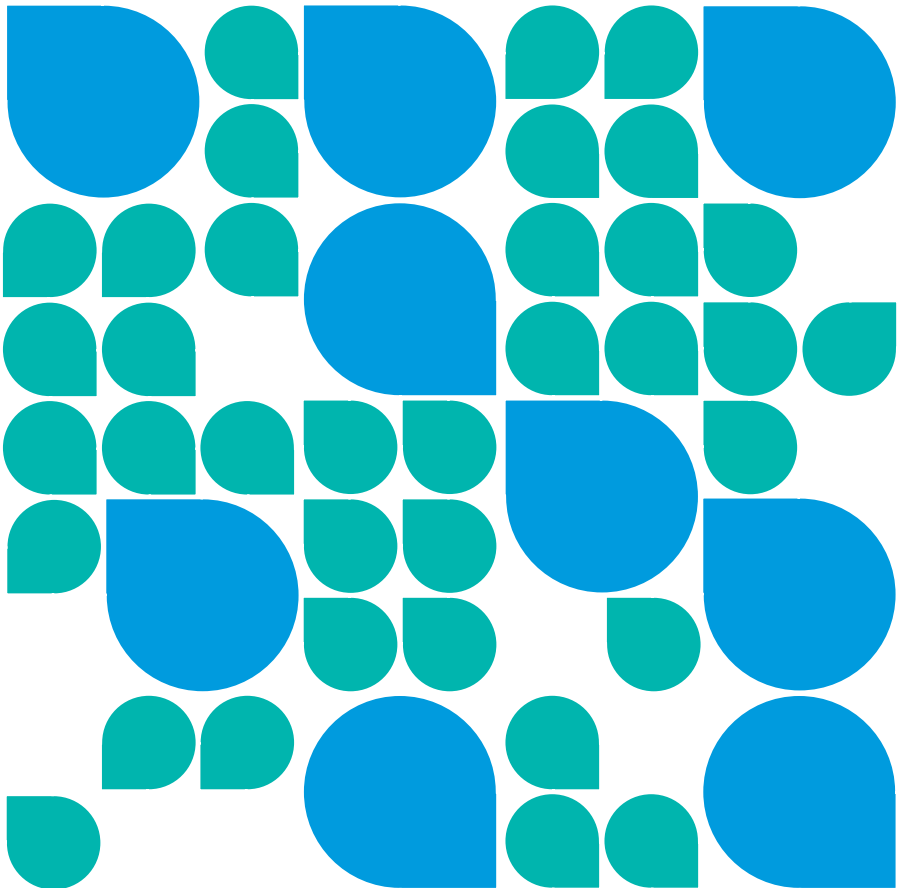




CLEANING GUIDE **FOR** **STUDENTS** **2020**



CONTENTS

Introduction	2
What to use and where	2
Cleaning – Do's and Don'ts	2
Things to be done in your en-suite bathroom	2
Cleaning the toilet	2
Wash basin, bath and shower	2
Things to be done in your bedroom	2
Things to be done in the kitchen	2
Hob	2
Grill	2
Microwave	2
Cutlery, dishes, pots and pans	2
Work surfaces	2
Sinks	2
Fridge / freezer	2
Useful Contacts & links	2

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INTRODUCTION

Keeping your bedroom, ensuite bathroom and communal kitchen areas clean will help create a more safe, pleasant and hygienic environment for you and your flatmates to live and study in.

We've put together some handy information on what to use and how, so that you can ensure your accommodation is cleaned well, even if you've never tried some of these things before.

Item	Use	With
Sink and shower	All-purpose bathroom cleaner	Non-scratch cleaning pad and/or 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	All-purpose cleaner or washing up liquid	Cloth
Fridge/freezer	All-purpose cleaner	Cloth
Cooking hob	All-purpose kitchen cleaner or washing up liquid	Non-scratch cleaning pad and/or cloth
Disinfecting bathroom, kitchen and rubbish bins	Disinfectant	Cloth (note: NEVER use the same cloth for bathroom, kitchen and rubbish bins)
Microwave	Washing up liquid	Cloth
Carpet spots (Note: test on a small area before using on full carpeted area)	Carpet cleaner solution	Cloth
Hard floor surfaces	All-purpose cleaner	Mop or cloth

CLEANING – DO'S AND DON'TS

Do...

- Read labels on cleaning products and follow directions and instructions. If chemicals are mishandled they can be hazardous or dangerous.
- Use the product for which it is intended.
- Always ventilate prior to use of cleaning chemicals.
- Always wash hands before and after completing any cleaning task.
- Always wear gloves
- Store all cleaning products in a cool and dark cupboard.
- Wash cloths regularly, cloths can be washed in a washing machine.
- Regularly change and wash your bed linen, (ie pillow cases, sheets, duvet cover etc) and use a tumble dryer for drying your clothes.
- Put the cutlery (ie knives, forks and spoons), cups, glasses, plates, pans etc into the cupboards provided after washing and drying them with tea towels.
- Clean up spillages as and when they happen.
- Use different cloths for different areas, ie one cloth for the kitchen, a different cloth for the toilet another one for the sink and wash basin, etc.
- Always store chemical products safely with the containers tightly closed. Keep out of reach of Children. Ensure they are stored in a cool, dry, well ventilated place.
- Follow the first aid advice given on the label if required.

Don't...

- Mix chemicals because when you combine them they can be toxic and harm your health.
- Use bleach or bleach based products eg if you suffer from asthma using bleach could cause breathing problems and worsen your health condition.
- Leave cloths and sponges in water soaking. Always wash after use and leave to dry. Disposable cloths should be thrown away when the cleaning task is completed.
- Leave wet washing over radiators or heating because this is a health and safety risk and can cause damage to furnishings.
- Over-wet the floor. Sweep hard floors regularly and mop using an all-purpose cleaner and a mop.
- Drink or ingest any of the cleaning chemicals/products, (if you do by accident, seek medical assistance immediately).
- Ever smoke near chemicals.
- Use products in confined spaces.
- Use the bottle for a different chemical when empty. Dispose of the empty bottle in the correct place.
- Decant cleaning chemical into another container.

CLEANING YOUR EN-SUITE BATHROOM

Toilet

- Toilet paper can be flushed away, always flush and brush after use.
- Never flush sanitary items down the toilet – dispose of them carefully. For advice contact the College Welfare team.
- Regularly clean inside the toilet. Apply toilet cleaner to the toilet and brush the inside of the toilet using the toilet brush. Flush the toilet to remove excess cleaner.
- Using the all-purpose bathroom cleaner and cloth, wipe down the outside of the toilet. Never use the same cloth for a different purpose, especially when cleaning the toilet (eg never use the toilet cloth for the sink).
- Regularly wipe the toilet seat and outside of the toilet bowl using all-purpose cleaner and a cloth. Toilet wipes could be used for this purpose.
- Keep the floor clear of debris and wipe regularly with a mop or cloth.
- Spray mirror with a glass cleaner and wipe with a clean cloth and/or paper towel.



CLEANING YOUR EN-SUITE BATHROOM

WASH BASIN, BATH AND SHOWER

- Always clean wash basins, baths and shower trays after use.
- Apply all-purpose bathroom cleaner to the wash basin, bath and shower and using a sponge or a cloth, wipe and rinse.
- Wipe taps with all purpose bathroom cleaner and a cloth or a sponge.
- Wipe all fixtures and fittings including tiles, taps, shower-screen and bath panel weekly, using an all purpose cleaner and a cloth.
- Ensure that plugholes are clean and free from hair.
- Please do not cut your hair in a wash basin and/or shower because this causes blockages in plugholes.
- Please ensure that after using the shower/toilet, the excess water is mopped to avoid damage to your room.
- Regularly clean the wash basin. Apply all-purpose bathroom cleaner to the wash basin and using a non-scratch pad or a cloth wipe and rinse.



CLEANING YOUR BEDROOM

FREQUENTLY VACUUM CARPETED AREAS

- If the vacuum cleaner has a disposable paper dust bag, check and change at least on a weekly basis or when three-quarters full. Under no circumstances empty the bag and re-use.
- If the vacuum cleaner does not have a disposable paper dust bag, empty the dust container by pressing the container release button on the handle of the machine, carefully removing container; grasping the filter and removing. Empty the container into a waste bin and replace the cleaner.
- Do not allow the machine or its lead to be submerged in water.
- Do not use the machine to suck up liquids of any nature.
- Do not attempt to repair the machine yourself.
- After use, unplug, disconnect attachments and clean outside of machine with a damp cloth and re-use.



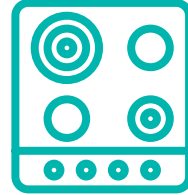
REMOVE SPOTS FROM THE CARPET AS SOON AS POSSIBLE

- Remove spots from the carpet as soon as possible. Wear rubber gloves when using a cloth and carpet cleaner solution. Test on a small area of carpet before using on the whole area.
- Dust the desk and window sill with all-purpose spray cleaner and a microfibre cloth.

CLEANING THE KITCHEN

HOB

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



OVEN

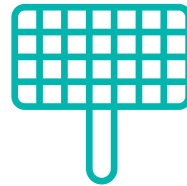
- When cool, clean the oven regularly with a sponge and an oven cleaner – always read the instructions carefully and wear rubber gloves because the oven cleaner is a toxic product and can harm your health.

Tip: use foil to cover the oven base, it makes cleaning easier.



GRILL

- Use foil to cover the grill pan – it makes cleaning easier.
- Always clean the grill pan after use with a sponge or cloth.
- Never allow excess fat to collect in the grill pan or in foil as this may cause a fire.
- In case of emergency, please use the fire blanket to cover the flames, these are found in all kitchens.



MICROWAVE

- Never put metallic objects, eg foil, knives, forks, spoons etc in the microwave because it can cause a fire and explode.
- Put a loose cover on the top of the plate which you are reheating in the microwave so that your food does not spill.
- Wipe all spillages inside the microwave with a cloth and washing up liquid. If you leave it for a long time it will become difficult to clean.



CUTLERY, DISHES, POTS AND PANS

- Wash up after every meal using washing up liquid, dry with a clean tea-towel and put away into cupboards and drawers.

WORK SURFACES

- Never leave drainers on work surfaces as excess water may become stagnant and cause damage.

SINKS

- Keep sinks clear of cutlery, dishes, pots and pans and clean 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 in the general waste.
- Wipe excess water from drainers to prevent stagnant water.

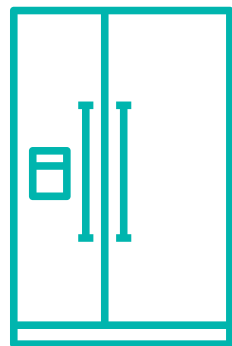
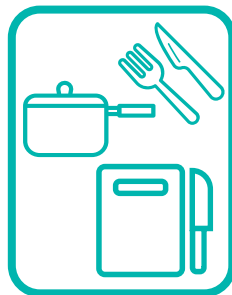
FRIDGE/FREEZER

- Wipe the inside and outside of fridge/freezers regularly.
- Regularly check and throw away any unwanted or out-of-date food.
- Don't over fill fridges / freezers so that doors cannot close tightly.

- Keep your kitchen tidy; put things away, keep the chairs, the floor and the sink clear from pots and pans.
- Sweep the floor and wash it when needed.
- To help to prevent bacteria, use the kitchen cloths for the kitchen only and never use in other areas.

REMEMBER

Uneaten and out-of-date food will attract bacteria and can cause food poisoning.



Useful contacts and links

Cleaning Managers

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Email: debbie.carter@york.ac.uk

Problem with your room?

We can fix it only when we know about it...

Log it online at york.ac.uk/fmhelpdesk

(Or call 01904 325555)



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