

Weekly communal cleaning rota

One grid per building or floor. Tick when done, sign at the end of each day.

BUILDING / FLOOR

WEEK COMMENCING

HOUSEKEEPING MANAGER

AREA	MON	TUE	WED	THU	FRI	SAT	SUN	CLEANER	SIGN-OFF
Shared kitchens									
Shared bathrooms									
Corridors and stairwells									
Laundry room									
Social / study space									
Reception and lobby									
Lifts									
Bin stores									
Outdoor areas									
Cluster hallways									

REACTIVE CLEANS THIS WEEK

Date, area, reason, cleaner, done

NOTES FOR THE HOUSEKEEPING MANAGER

Turnover clean checklist

One sheet per room between students. Inspect after the clean, with photos.

ROOM NUMBER

ROOM TYPE

CHECK-OUT DATE

CLEANER

CLEAN DATE

NEXT ARRIVAL DATE

BEDROOM

- ☐ Strip and remove all linen
- ☐ Dust all surfaces, sills and fittings
- ☐ Clean inside wardrobe and drawers
- ☐ Wipe desk, chair and bed frame
- ☐ Vacuum floor and under bed
- ☐ Clean windows and mirrors
- ☐ Check mattress condition and protector
- ☐ Make up bed with fresh linen

BATHROOM / EN-SUITE

- ☐ Descale and disinfect shower and screen
- ☐ Clean toilet, cistern and seat
- ☐ Clean basin, taps and mirror
- ☐ Mop floor and clean drains
- ☐ Restock consumables
- ☐ Check extractor fan

KITCHEN AREA

- ☐ Empty and clean fridge and freezer
- ☐ Clean hob, oven and microwave
- ☐ Wipe cupboards inside and out
- ☐ Clean sink and taps
- ☐ Empty and clean bins

FINAL CHECKS

- ☐ All inventory items present
- ☐ Lights, sockets and heating working
- ☐ Keys and fobs ready for handover
- ☐ Maintenance issues logged
- ☐ Photos taken of finished room

CLEANED BY (SIGNATURE)

INSPECTED BY (SIGNATURE)