

# A SIMPLE GUIDE ON HOW TO CLEAN YOUR FLAT.

Please use this guide to assist you in the cleaning and sanitising of your flat

## CLEANING PRODUCTS AND EQUIPMENT RECOMMENDATIONS

In order to effectively clean your flat, we recommend the use of the following:

- Hand soap
- Bathroom cleaner
- Bin bags
- Duster
- Floor cleaner
- Glass cleaner
- Kitchen cleaner
- Limescale remover
- Microfiber cloths
- Mop and bucket
- Sponges
- Toilet cleaner
- Vacuum bags
- Vacuum cleaner
- Washing-up liquid
- Disinfectant
- Disposable latex gloves
- Disposable apron
- Face mask



**RUBBISH AND UNWANTED ITEMS** - Dispose of in skips provided in the Bin Store

**FLOORS** - Before cleaning the floors, any visible dirt and debris should be vacuumed. Ensure that floors are cleaned right to the edges and into the corners. To clean hard floors, fill a bucket with warm water and a product that is suitable for your floor's surface. Mop in a figure of 8 motion and work your way out of the room, to avoid contaminating previously cleaned areas of the floor

**SURFACES AND FURNITURE** – Clean all surfaces with warm, soapy water. this includes desk, bookcase, wardrobes, drawers, windowsill, skirting board and under bed storage. A two-step process is recommended for these surfaces, consisting of cleaning followed by disinfection. Cleaning with soap and water removes germs from the surfaces, while disinfection reduces the risk of infection by killing remaining germ

**HIGH TOUCH AREAS** When cleaning, pay extra attention to 'high-touch' surfaces that are contacted frequently in daily life, including:

- Door handles
- Cupboard handles  
Light/power
  
- Tables
- Countertops
- Appliances
- Toilet
- Sink
- Shower



To clean hard surfaces, use warm soapy water and a clean microfiber cloth to wipe down the area.

Be careful when cleaning electrical sockets and light switches. Use as little moisture as possible by applying a small quantity of product to a cloth and using this to clean these surfaces. Start cleaning the high surfaces, working your way down and out of each room, to avoid contaminating areas that you have already cleaned.

Once you have cleaned the 'high-touch' surfaces, they should be disinfected with a suitable product. A full list of household disinfectant products shown to be effective against coronaviruses can be found [here](#).

**MIRRORS** - Wipe clean and leave smear free

**WINDOWS** - Wipe clean and leave smear free

**PERSONAL BELONGINGS** - Remove and leave room clean and empty

**SHARED SPACES** – Using the appropriate personal protective equipment (gloves, masks etc), and adhering to all social distancing guidelines, remove all your personal belongings, including food, from any shared spaces within your flat. It is advisable to clean and disinfect these items prior to packing them. If you have any concerns over entering a shared space within your flat, please speak to a member of the team.

**RETURNING KEYS** – Once you have cleared and cleaned your flat, all keys must be returned to reception marked in a dated envelope with your name and flat number clearly marked

**DONATE TO CHARITY** - Please remember to donate to our chosen charities if you can. Everything you contribute will go to a fantastic cause and will be greatly appreciated. Speak to a member of the residence team for further information on how to donate any unwanted belongings