

CLEANING CHECKLIST

Please use this checklist so you don't incur any additional charges for cleaning or rubbish removal.

BEDROOM

- RUBBISH AND UNWANTED ITEMS**
Dispose of these in the charity donation points, or refuse man
- FLOOR**
Clean and vacuum
- SURFACES AND FURNITURE**
Wipe down with a clean, damp cloth; this includes the desk, bookcase, wardrobes, drawers, windowsill, skirting board and under bed storage
- NOTICE BOARD**
Remove all items and pins
- WARDROBE**
Remove all hangers
- MIRROR**
Wipe clean and leave smear free
- WINDOW**
Wipe clean and leave smear free
- PERSONAL BELONGINGS**
Remove and leave room clean and completely clear

EN SUITE

- RUBBISH AND UNWANTED ITEMS**
Dispose of these in the Bin Store
- WASH BASIN**
Clean, unblock and sanitise
- TOILET**
Clean and sanitise
- SHOWER TRAY**
Clean, unblock and sanitise
- SHOWER DOOR**
Clean and leave smear free
- POD SURFACES**
Wipe down walls and ceiling
- MIRROR**
Wipe clean and leave smear free
- FLOOR**
Hoover, mop and sanitise

RETURNING KEYS:

All keys must be returned. Please refer to the Check Out Guide for details of how to return your key. Please note there is a replacement fee for each key or fob not returned.

Don't fancy all that cleaning? PingLocker can help. Get £25 off your first order using code CHECKOUT25. Find out more at www.iqstudentservices.com.

KITCHEN/HALLWAY/LOUNGE

- CLEAR BELONGINGS**
Remove/pack all personal items from the kitchen
- RUBBISH AND UNWANTED ITEMS**
Dispose of these in the skips provided in the Bin Store. Clean and sanitise bins
- CUPBOARDS/STORAGE**
Empty and thoroughly clean inside and out, ensuring all grease marks are removed (especially the front of the doors)
- SURFACES AND FURNITURE**
Wipe down with a clean, damp cloth; this includes worktops, coffee table, all furniture, skirting boards and windowsills
- NOTICE BOARD**
Remove all items and pins
- WALLS, CEILING AND FLOOR**
Don't wipe walls
- MICROWAVE**
Clean inside and out
- FRIDGE/FREEZER**
Remove and dispose all food items - if you're unsure speak to the team
- OVEN & HOB**
Remove grease and clean thoroughly, including grill pan, oven shelves, oven door, hob and rings (specialist cleaning products may be required to achieve a satisfactory result)
- BREAKFAST BAR AND STOOLS**
Wipe clean
- LOUNGE FURNITURE**
Vacuum lounge to remove any dust/fluff and then wipe down with a clean, damp cloth
- FLOOR**
Sweep, vacuum, clean and sanitise

