

# 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 in the general waste. Any rubbish disposed of by iQ will incur charges
- 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. Don't forget to check at the back of drawers, under bed storage and on top of wardrobes

## 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
- 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 to Reception by 10AM on the day of check-out. Please note there is a replacement fee for each key or fob not returned.

Don't fancy all that cleaning? PingLocker can help. Find out more at [www.iqstudentservices.com](http://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 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**  
Wipe clean and sanitise floors. Please don't wipe the 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)
- 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

