

William Morris Cleaning Regime

[Does my flat get cleaned?](#)

All accommodation with shared bathroom facilities are cleaned weekly along with communal stairwells which has been factored into your rent.

All those living in en-suite accommodation or studios do not have these costs factored into their rent so can take advantage of UNITE's cleaning service at an additional cost. Please you can contact you city team who will be happy to give you further details.

[What is expected of me?](#)

If you live in accommodation with a shared bathroom facility, please [click here](#)

If you live in en-suite or studio accommodation please [click here](#)

We will work hard to make sure your common areas are kept in a nice condition for you, however you and your flatmates have a big part to play in making this a reality.

Your property has a designated bin store area. You and your flat are required to use it and dispose of all rubbish responsibly. Your property is part of a community and everyone living there needs to work together to keep it clean and tidy.

Recycling facilities are also made available, we have bottle bins located in the bin stores, so all glass must be recycled instead of throwing it in the general waste. You will receive purple bags to recycle items such as card, paper, tin cans, foil etc. Details on what can be recycled can be found by your recycling clips in your kitchen or for further information please visit [Charnwood Borough Council](#)

[Cleaning shop](#)

In reception we have a small cleaning shop which is stocked with useful things you may need. Details of what is sold can be found in the laundries or reception

Shared Bathroom – Cleaning Regime

CLEANING DAY

TO ALL RESIDENTS OF FLAT

J2

YOUR FLAT WILL BE CLEANED ON

Thursdays

BY

Kerrie



THIS IS SUBJECT TO CHANGE DUE TO STAFF SICKNESS OR HOLIDAYS

- One of our housekeeping team will come into your flat once a week to clean your kitchen and bathroom.
- On your kitchen notice board there will be a notice to let you know what day of the week this will be. (Image above)
- Also on your kitchen notice board you will have a notice displaying what tasks you need to complete for the housekeeper to carry out their job and a 'Reward Board' (Image below)
- The day prior to your cleaning day our cleaning standards manager will enter your flat, if all tasks have been completed, you will receive a star on your reward board.
- Over the weeks, if you collect 10 stars you will receive a flat prize.

REWARD BOARD

The heart of
student living



If on inspection the cleaning standards team feels that the kitchen has reached the required level, a gold star will be awarded. Once you have collected 10 gold stars during each semester the flat will be awarded a prize.

Kitchen Improvement Notice

To the Residents of Date.....

Your kitchen has been checked today. It is important that we are able to access your kitchen to clean it properly in line with our service level agreement and to comply with our health and safety practices at Loughborough.

The reason(s) why we will be unable to clean your kitchen are indicated below. These tasks need to be completed before 9am tomorrow

Item	Tick Applicable
1) Excess rubbish/recycling has not been removed (There should only be rubbish in the bin)	<input type="checkbox"/>
2) Excess glass items incorrectly stored. (These need to be taken to the glass recycling point)	<input type="checkbox"/>
3) Kitchen/wash area too cluttered (please wash and put away all pots and pans)	<input type="checkbox"/>
4) Excess food/debris/spillages been left for a prolonged period of time. (please state area)	<input type="checkbox"/>
5) Other reasons (please state)	<input type="checkbox"/>

Thank you in advance for your help.

If there is a failure to comply, this may be taken forward as a disciplinary issue with your Warden and we will charge residents £15.00 (pp) to clean the area. If you wish to discuss this further, please contact your Hall Manager by 4:30pm today.

Cleaning Standards Team

- If you still need to carry out any tasks you will be left a 'Kitchen Improvement Notice' which will inform you what items need to be sorted for the next morning. (Image above)
- Our cleaning standards manager will return to your flat in the morning and check to make sure you have completed the tasks they asked.
- If you have not completed the tasks you will receive a 'Failed Inspection Notice'
- **If you fail your inspection the housekeeper will carry out their tasks as usual and also complete the items we asked you to complete and a charge of £15 per person will be added to your student account.**

REWARD BOARD

1

2

3

4

Free
Prize!



If on inspection the cleaning standards team feels that the kitchen has reached the required level, a gold star will be awarded. Once you have collected 5 gold stars the flat will be awarded a prize.

- On your kitchen notice board you will have a notice displaying what tasks you need to complete to keep the flat to a clean standard and a reward board (image above)
- Every month our cleaning standards team will enter your flat to make sure you are keeping it to a clean and hygienic standard. You will be notified by e-mail as to when these inspections will commence.
- If all tasks have been completed, you will receive a star on your reward board.
- Over the months, if you collect 5 stars you will receive a flat prize.

Kitchen Improvement Notice

To the Residents of Date.....

Your kitchen has been checked today. It is important that your flat is maintained to an acceptable standard of cleanliness as per your accommodation contract.

The tasks that need to be completed to get your flat to this standard are indicated below. These tasks need to be completed before 9am tomorrow

Item	Tick Applicable
1) Excess rubbish/recycling has not been removed (There should only be rubbish in the bin)	<input type="checkbox"/>
2) Excess many glass items incorrectly stored. (These need to be taken to the glass recycling point)	<input type="checkbox"/>
3) Kitchen/wash area too cluttered (please wash and put away all pots and pans)	<input type="checkbox"/>
4) Excess food/debris/spillages been left for a prolonged period of time. (please state area)	<input type="checkbox"/>
.....	
5) Other reasons (please state)	<input type="checkbox"/>
.....	

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