

# Cleaning Roster



WEEKLY SHARED JOBS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
Kitchen						
Lounge, Dining Area						
Laundry Area						
Hallway, Kitchen, Dining, Lounge Floor						
Outside (check & clean up)						
Recycling Duty						
Rubbish Duty						
BATHROOM (1) - Toilet / Shower / Basin						
BATHROOM (2) - Toilet / Shower / Basin						
BATHROOM (3) - Toilet / Shower / Basin						
BATHROOM (4) - Toilet / Shower / Basin						
<b>WEEKLY JOBS ALL MUST DO</b>	<b>EVERY WEEK</b>					
Clean dishes / pots / pans / utensils etc	ALL Tenants – you use, you clean and put away immediately after use					
Clean Bedroom	ALL Tenants					
Lounge, Dining Area	ALL Tenants					
Empty Dishwasher	ALL Tenants – as needed					

This rooster is to help you all to ensure that everyone is doing their part in the clean. You all use these spaces so it is only fair that you all do your bit to help keep it clean. Please take into consideration your flatmates and take pride in ensuring that whichever job is your responsibility each, you do thoroughly and to the best of your ability. If you don't know how to complete any of the jobs when it is your turn, ask the advice and help from one of your flatmates who does know.

Below is a description of what duties that are required in order to complete each correctly.

### **WEEKLY SHARED JOBS**

These are the jobs that one person has to do a week;

#### **KITCHEN**

At night after all the meals are finished the dishwasher needs to be put on. Wipe over the benches, stove top, cupboards and check that the appliances are clean tidy and free from spillages. **Estimated time 10-15 minutes.**

#### **LOUNGE/DINING AREA**

Clean all surfaces, window sills, skirtings and vacuum the area. **Estimated time 15-20 minutes.**

#### **HALLWAY, KITCHEN, DINING, LOUNGE FLOOR**

All floor space is to be vacuumed and kitchen tiles to then be mopped. Hallway skirting boards are to be wiped down.

#### **OUTSIDE CHECK AND CLEAN**

Each day of the week, the outside of the property needs to be checked to ensure no rubbish etc needs clearing

#### **RECYCLING & RUBBISH DUTY**

Take the recycling and rubbish from the unit to the outside bin daily and also once a week on recycling/rubbish day that the wheelie bin is available for collection. This duty includes keeping the actual bins, inside and outside, the flat clean and sanitised. (Please note that CARDBOARD is to go into the rubbish bins and cannot be recycled.)

#### **BATHROOM/TOILET**

Check and clear the shower waste trap (you will need to pull this out to clear and replace afterwards), disinfect, scrub and wipe all inside and out toilet surfaces and disinfecting with bleach, cleaning the shower (scrub with jiff or similar product on glass and shower base to remove grim), clean and disinfect vanity unit and clean mirror. Mop and vacuum floor. This needs to be completed at least once a week, or in particular with the toilet as needed. **Estimated time 20 minutes per bathroom, 10 minutes for the single toilet and vanity room**

## **WEEKLY JOBS ALL MUST DO**

These are the jobs that each person needs to do every week;

### **CLEAN DISHES / POTS / PANS / UTENSILS ETC**

If you use it, you clean it. If a pan / pot / plate you have using needs soaking, this can be done for 30 minutes MAX before it must be completely cleaned and put away. Please keep in mind that there maybe someone that would like to use that item directly after you. Can I suggest to avoid needing to soak something, if you immediately fill with hot water and scrub after cooking is completed and food remains are still warm it comes off much easier.

### **CLEAN BEDROOM**

Each instruction must be done at least weekly. Wipe window sill, vacuum room, wipe all surfaces, clean skirting's and clean dirty washing. Each of the following must be done daily, make bed, open windows to ventilate.

### **LOUNGE/DINING AREA**

If you make a mess, clean the mess. If you sit and use the dining table and chairs push them back under the table and wipe down the table.

### **EMPTY THE DISHWASHER**

If the dishwasher has finished its cycle, empty it