CLEANING ROTA

It is the responsibility of all tenants to ensure the communal areas of the house are kept clean and tidy. As such, please adhere to the Cleaning Rota below and organise any changes between yourselves, such as, if you are due to go on holiday, please swap with another housemate.

**Weekly tasks include:**

* **Emptying bins when full**
* **Cleaning kitchen surfaces, microwave, fridge doors, OVEN etc**
* **Vacuuming carpets including stairs**
* **Sweeping & mopping non-carpeted floors**
* **Cleaning bathrooms including toilets, sinks, bath and shower tray/screen**
* **Wiping grubby marks off doors, door handles, light switches and handrails**
* **Washing tea towels & bath mats**
* **Purchasing bin bags & cleaning products if required**
* **Wipe down all skirting boards in all communal areas & Hallway**

However, all tenants should ensure they clean up after themselves on a daily basis and not leave their food/rubbish out for others to clean up.

Please use the cleaning rota provided, tick once jobs have been completed. Cleaning rota will be checked by the property manager when inspections are carried out.

If you have any questions, please call the office on 01233 802 803.

**Lifeboat Lettings Team**

CLEANING ROTA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Room** | **Bathrooms** | **Landing & Stairs** | **Hallway** | **Kitchen** | **Lounge/Dining** | **Bins** |
| **02/04/2020** | **Room 1** |  |  |  |  |  |  |
| **09/03/2020** | **Room1A** |  |  |  |  |  |  |
| **16/03/2020** | **Room 2** |  |  |  |  |  |  |
| **23/03/2020** | **Room 3** |  |  |  |  |  |  |
| **30/03/2020** | **Room 4** |  |  |  |  |  |  |
| **06/04/2020** | **Room 5** |  |  |  |  |  |  |
| **13/04/2020** | **Room 6** |  |  |  |  |  |  |
| **20/04/2020** | **Room 7** |  |  |  |  |  |  |
| **27/04/2020** | **Room 1** |  |  |  |  |  |  |
| **04/05/2020** | **Room 1A** |  |  |  |  |  |  |
| **11/05/2020** | **Room 2** |  |  |  |  |  |  |
| **18/05/2020** | **Room 3** |  |  |  |  |  |  |
| **25/05/2020** | **Room 4** |  |  |  |  |  |  |
| **01/06/2020** | **Room 5** |  |  |  |  |  |  |
| **08/06/2020** | **Room 6** |  |  |  |  |  |  |
| **15/06/2020** | **Room 7** |  |  |  |  |  |  |
| **22/06/2020** | **Room 1** |  |  |  |  |  |  |
| **29/06/2020** | **Room 1A** |  |  |  |  |  |  |
| **06/07/2020** | **Room 2** |  |  |  |  |  |  |
| **13/07/2020** | **Room 3** |  |  |  |  |  |  |
| **20/07/2020** | **Room 4** |  |  |  |  |  |  |
| **27/07/2020** | **Room 5** |  |  |  |  |  |  |
| **03/08/2020** | **Room 6** |  |  |  |  |  |  |
| **10/08/2020** | **Room 7** |  |  |  |  |  |  |
| **17/08/2020** | **Room 1** |  |  |  |  |  |  |
| **27/08/2020** | **Room 1A** |  |  |  |  |  |  |
| **31/08/2020** | **Room 2** |  |  |  |  |  |  |
| **07/09/2020** | **Room 3** |  |  |  |  |  |  |
| **14/09/2020** | **Room 4** |  |  |  |  |  |  |
| **21/09/2020** | **Room 5** |  |  |  |  |  |  |

**REF: 3HH**