



# Using Our Cleaner

The cleaner can be booked for £35 for 2 hours work and should be arranged at the time of booking, but ***no later than 4 weeks before*** your booking start date.

Below sets out what the cleaner will do and what you need to do before leaving.

## **1. Unit leaders must ensure the following is completed before leaving when cleaner has been booked:**

- All spillages and accidents must be cleaned up when it happens
- All rubbish and recycling has been moved to the bin. This includes checking all bedrooms for left belongings and sweet papers under beds and mattresses etc.
- The kitchen must be fully cleaned including ensuring oven, microwave, fridges are wiped clean and floor moped. The cleaner does not do the kitchen area.
- Main floors down stairs must be brushed or hoovered
- All tables must be wiped clean before putting away and chairs stacked
- All equipment used must be put away dry and in the right labelled boxes/cupboards.

## **2. The Cleaner will do the following:**

- Clean all bathrooms; Sinks, toilets, mirrors, showers and mop floors
- Hoover all carpets upstairs and downstairs bedrooms and stairs
- Wipe all windows sills
- Mop the main room and hall way.