

# Nørreport Kollegiet

## Cleaning Arrangement

### ➔ Staircases, corridors and common areas:

How to clean when you have the cleaning job:

- ➔ 3 flats share the cleaning every week.

The cleaning is divided in these parts: main staircase, back staircase, common room and laundry/drying room.

You can find the cleaning schedule in the information box by the front door.

#### ➔ Common room:

- ➔ Must be cleaned as if a party has been given, cf. the paragraph "common room".

#### ➔ Laundry/drying room:

- ➔ Vacuum and wash the floors – also behind the washing machine and tumble dryer.
- ➔ Wipe the table.
- ➔ Rinse clear the soap drawer in the washing machine with warm water.

#### ➔ Main staircase + passage at the ground floor and first floor:

- ➔ Sweep and wash the stairs.
- ➔ Vacuum the passage.

#### ➔ Back stairs + passage at second and third floor:

- ➔ Sweep and wash the stairs.
- ➔ Vacuum the passage.

### ➔ Common room:

How to clean when you have been given a party:

- ➔ Take the garbage out to the waste disposal arrangement.
- ➔ Wash up everything – that is, no dirty service left!
- ➔ Clean fridge/cooker/oven/micro wave/coffee machine etc.
- ➔ Clean table and sink.
- ➔ Wash tea towels and dishcloths.
- ➔ Vacuum and wash the floors.
- ➔ Vacuum the couch and wash away stains.
- ➔ Wipe tables and chairs with a moist cloth.
- ➔ Wash away stains at doors, panels and floors.
- ➔ Clean the toilet thoroughly: floor, wash basin, toilet bowl and so on.

**!** At least once a year all residents must attend a thorough cleaning day where everything has to be cleaned. This task is obligatory and you need a really good excuse not to attend. Every year this cleaning day falls on the last weekend in August, so mark with a cross ✖ in your calendar already now!