



Shirdley Hill Residential Centre

# CLEANING

## - BEDROOMS -

Hoover All Carpets  
(Especially Under The Beds)

Check Under Mattresses And In Underbed Boxes And On Floors For Sweet Wrappers, Items Of Clothing And General Lost Property

Wipe Window Ledges And Remove Any Finger Marks From Windows

Return Wastepaper Bins To Main Room

Clean Mirrors

**REMEMBER :** The Guider in Charge is ultimately responsible for the condition of the Centre on departure.





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# CLEANING

## - KITCHEN -

Ensure All Crockery & Cutlery Is Put Away Clean & Dry After Final Meal At Centre

Ensure Fridges, Freezer & Pantry Are Left Empty

Wipe Out Fridges With Anti-Bac Spray

Ensure Cooker Top Is Clean & All Burnt-On Food Removed

Thoroughly Clean Glass Panel Of Cooker Cover

Pull Out Cooker & Hot Cupboard & Clean Any Spills Down The Sides & Underneath

Wipe Out The Microwave With Anti Bac Spray

Clean Crumb Trays On The Toaster & Wipe Over

Wipe Down Worktops, Window Ledges & Pantry Shelves With Anti-Bac Spray

Clean Both Large Sinks & Draining Boards (Any Stubborn Stains Can Be Removed With Brillo Pads)

Clean Hand Wash Sink & Taps

Wipe Down Pot Shelf & Stack Equipment Appropriately

Brush Floor & Mop With Disinfectant & (Non Anti Bac) All Purpose Cleaner

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## - MAIN HALL -

Remove All Of Your Decorations And Notices

Brush The Floor

Replace All Games/Equipment Tidily In Red Toy Box  
Or Outside Toy Box As Appropriate

Check The Library Is Tidy If You Have Used It

Stack Chairs In Fives Against The Walls

Clean All Tables Thoroughly And Push Against Walls And Stack  
Extra Tables Safely Against The Wall, Below The  
Blackboard / Notice Board

Wipe Window Ledges And Wash Out

Wastepaper Bins – Including Those That Have Been In  
Bedrooms. (They Should All Be Left In The Main Room At The  
End Of Your Stay)

Mop Floor With Clean Hot Water (Using Correctly Coloured Mop)

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# CLEANING

## - WASHROOMS -

Clean All Washbasins (Including Taps),  
Shower Basins And Toilets

Remove All Leftover Soaps

Clean Mirrors

Empty And Wash Out Bins

Wipe Window Ledges

Brush Floor And Mop Thoroughly With  
Disinfectant (Non-Anti-Bac)

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# CLEANING

## - GENERAL -

### Side Entrance, Cloakroom & Corridor

Brush/Hoover Floors.

Mop Floors With Clean Hot Water (Using Correct Colour Coded Mop).

Wipe Window Ledges.

### Stairs & Landing

Hoover Thoroughly Using "Henry" Vacuum Cleaner.

(Please Loop Up Hose On Frame After Use)

### First Aid Room

Remove Any Posters &/Or Mobiles You Have Put Up  
& Any Toys You May Have Brought.

Remove All Medicines & First Aid Equipment  
Not Belonging To The Centre.

Wipe Window Ledge.

### Plus ...

Check That No Lights Are Left On (Security Light At The Top Of Stairs  
Is On Permanently) & All Windows Closed Securely.

All Bin Bags Should Be Tied & Placed In The Green Wheelie  
Bins By The Small Gate.

Check That The Kitchen Door Is Locked - But Do Not  
Leave The Key In The Lock .

Check That The Front Door & Fire Escape Door (Upstairs)  
Are Properly Secured.

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# CLEANING

## - USING OUR CLEANER -

### If You Have Booked The Cleaner

Mop/Steam The Floors  
Hoover The Carpets/Stairs  
Clean The Washrooms/Toilet

**Note : She Does Not Clean The Kitchen Or Kitchen Floor**  
So Please Refer To The Kitchen Cleaning Poster For Our Expectations

### In Addition, We Expect You To

Sweep The Floors Please  
Empty The Bins Of Rubbish/Waste Paper  
Look Under The Beds/Mattresses For Rubbish  
Check Underbed Boxes For Left Items  
Flush The Loos!

The money for the cleaner should be left in the marked tub in the cupboard above the chopping boards.

In anticipation, thank you for your help.  
We really do try to keep up a good standard at  
Shirdley and appreciate your cooperation.

*Thank You !*

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