

## **ST. JOHN'S COLLEGE, OXFORD**

### **CLEANING SPECIFICATION**

Your Scout will enter your room daily, unless the 'do not disturb' notice is on the outside door handle, in which case you will not be disturbed. However, if the sign is out for 3 consecutive working days (i.e. Monday to Friday), the Scout will enter the room on the third day regardless.

The Scouts' duties are as follows:

#### **DAILY DUTIES**

- Empty bins
- Clean mirrors
- Clean hand basins and taps
- Clean door handles
- Wipe showers, inside and out
- Clean toilets
- Mop floors
- Wipe kitchen surfaces
- Sweep/mop stairs as required

#### **WEEKLY DUTIES**

- Vacuum rooms at least once a week
- Dust/polish furniture and shelves
- Wipe outside of fridges
- Dust fire extinguishers
- Wash pipes behind toilets
- Wash toilet brush holders
- Wash kitchen bins
- Wipe away any marks on paintwork

#### **MONTHLY**

- Dust ledges, top of door frames etc.
- Thoroughly clean showers (inside and out)
- Check for cobwebs and brush away

#### **DURING TERM**

- Issue student laundry fortnightly and collect dirty laundry
- Report any damage or light bulbs to be replaced
- Check tags on fire extinguishers to make sure they are still intact