Introduction

There are many good reasons for keeping your bedroom, bathroom and communal areas clean and tidy. Aside from being more hygienic, it creates a much more pleasant environment for you to study and live in.

It is important to recognise that your hall mates will have different standards as to what they consider to be clean, and with students coming from different backgrounds, there are bound to be differences in approaches to cleaning.

Cleaning really isn’t much of a chore if you do it little and often. This guide will set out the best practice for cleaning your bedroom, en-suite bathroom and kitchen to ensure that you and your fellow hall mates are able to live in a clean environment.
Every hall has some cleaning equipment that you are able to borrow. In every kitchen there is a dustpan and brush, a mop and a bucket. There are also vacuum cleaners available from certain locations within halls. Check local notices, or the cleaning pages on the accommodation website to find out where they are located. Remember to return them immediately after use. If you notice any faults with the equipment, please report them to your Hall Supervisor or via the ‘Reporting Problems’ page on the accommodation website.

To keep your bedroom, bathroom and kitchen clean, it will be useful to have the following items:
- rubber gloves
- dusters
- sponge scourers
- general cloths

Check on the packaging for specific item use. You can get these items at any local supermarket, or from the Essentials convenience store in Prince’s Gardens where you can obtain kitchen and bathroom cleaning supplies tailored to your specific needs at great prices.

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Try to use environmentally friendly products wherever possible. The Clean Right website has a list of products that have been signed up to the ‘Charter for Sustainabile Cleaning’ - see the ‘sustainability’ section of their website. There are plenty of other hints, tips and explanations on there too, so be sure to visit www.cleanright.eu
**CLEANING HINTS AND TIPS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Use</th>
<th>With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sink and shower</td>
<td>All-purpose bathroom cleaner</td>
<td>Non-scratch cleaning pad and/or microfibre cloth</td>
</tr>
<tr>
<td>Toilet bowl</td>
<td>Toilet cleaner</td>
<td>Toilet brush</td>
</tr>
<tr>
<td>Taps, windows and mirrors</td>
<td>Spray glass cleaner</td>
<td>Clean cloth, paper towel or newspaper</td>
</tr>
<tr>
<td>Cupboards, desks and worktops</td>
<td>Multi-purpose cleaner or washing up liquid</td>
<td>General cloths or microfibre cloth</td>
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<tr>
<td>Fridge/freezer</td>
<td>Multi-purpose cleaner or washing up liquid</td>
<td>General cloths or microfibre cloth</td>
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<tr>
<td>Cooking Hob</td>
<td>Multi-purpose cleaner</td>
<td>Non-scratch cleaning pad and/or cloth</td>
</tr>
<tr>
<td>Disinfecting bathroom, kitchen and rubbish bins</td>
<td>Disinfectant</td>
<td>Cloth. (remember: never use the same cloth for different bins)</td>
</tr>
<tr>
<td>Microwave</td>
<td>Washing up liquid</td>
<td>Non-scratch cleaning pad and/or microfibre cloth</td>
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**Cleaning Do’s and Don’ts**

**Do**
- read the product labels, follow the instructions carefully and store the items appropriately – a cool, dark cupboard is best
- have different cloths for different areas. Use one for the kitchen, another for the toilet and another for sinks, basins and surfaces
- wash your cloths regularly to reduce the build up of bacteria
- use rubber gloves to protect your skin
- clean up spillages as you go

**Don’t**
- mix chemicals – when combined they can become toxic
- use bleach, or bleach based products - these can be harmful to your health and can damage some surfaces
- leave your cleaning cloths in water after use - make sure you rinse and wash them
- leave water on the floor - ensure the area is thoroughly mopped up
Tidying doesn’t have to be a chore. Put on some music while you bustle about your room, or take it as a productive break from looking at a computer screen. Don’t let mess build up, keep on top of it by doing a couple of these things every day. Your room will be clean, tidy, and an inviting environment for you to study and socialise in!

**Vacuum frequently**
- regularly vacuum the carpeted areas of your room – don’t forget to vacuum under your desk and bed!
- you can borrow a vacuum cleaner for a short period. Check local notices, or the cleaning pages on the accommodation website to find where vacuum cleaners are located in your halls
- check the vacuum cleaner has a bag in it before you start. If it is full, please report it to your Hall Supervisor so it can be replaced. Also check that all attachments are there. Report any broken or missing equipment
- once you have finished, return the vacuum to where it belongs for others to use

**Remove all your rubbish daily**
- take your general waste to the recycling point in each kitchen and sort out as appropriate
- Do not store food items in your room and do not leave dirty cutlery or crockery in your room

**Dust and wipe**
- dust or wipe down your desk, shelves and window sill using an all-purpose spray, or a damp cloth with a small amount of washing up liquid

**Open windows and curtains**
- ventilate your room - natural light and fresh air helps to boost your energy and removes bad odours
- during the dark winter months, trap the heat in by closing your curtains when you get home from lectures

**Wash up regularly**
- avoid attracting pests and mould build-up - remove and wash-up dirty cups and plates from your room once you’ve finished with them

**Linen and laundry**
- change and wash your bed linen regularly
- place all your dirty clothes in the laundry basket provided and wash your clothes regularly

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**DID YOU KNOW THE AVERAGE DESK HAS 400 TIMES MORE BACTERIA THAN A TOILET SEAT**
rinse the shower tray and basin down after use making sure traces of shampoo, shower gel, toothpaste etc. have been washed away

spray your sink, mirror, shower tray, door and tiles with an all-purpose bathroom cleaner and wipe and rinse with a cloth/sponge or microfibre cloth

you may need to use lime scale remover on some areas where it has built up, such as on taps and the shower screen

regularly remove hair that has got caught in the plughole and don’t cut your hair in the basin or shower as this will cause blockages

apply toilet cleaner to the toilet bowl, then scrub using a toilet brush. Always wear rubber gloves when cleaning your toilet

don’t put food waste down the toilet or sink

if you do have a blockage, or a slow draining sink or shower, report it via the ‘Reporting Problems’ page on the accommodation website, or directly to your Hall Supervisor

don’t flush hand towels down the toilet - use the bins provided

please use sanitary bins provided

remove any hair from the plug hole after use and don’t cut your hair in the basin or shower as this will cause a blockage

do not use the shower if it is blocked or draining slowly as this may cause a flood

dispose of your empty shampoo/soap bottles

do not leave any personal belongings

report blockages or faults immediately

DID YOU KNOW THE SINK HAS 100,000 GERMS PER SQUARE INCH, WHERE THE TOILET SEAT ONLY HAS 100 GERMS PER SQUARE INCH.
CLEANING YOUR KITCHEN

One of the main causes of disputes between hall residents can be the cleanliness of the kitchen. Sharing space with so many other people can be both difficult and messy but if everyone is considerate and does their bit to clean up after themselves, the kitchen can be a great environment for everyone to use. To help avoid arguments, here are some helpful hints and tips:

**Cooker, Hob, Grill and Oven**

- Use paper towels to clear oil from cooking implements such as frying pans and for spillages.
- Do not pour oil down the sink once the hobs have cooled down, wipe away any spillages or debris with a sponge or microfibre cloth before it has time to get burnt on. Not only is it much more difficult to clean at this stage, but dried-on spills are a fire risk. You may need to use a cleaner with degreasing properties.
- Use a baking tray when cooking food in the oven. Remove any crumbs and wipe up any spills as soon as you have finished.
- When you have finished using the oven, wipe down the rubber seal to remove any crumbs and grease.
- Use foil to cover the base of the grill pan – this will make cleaning it easier.

**Microwave**

- Never put any metallic objects in the microwave. This includes items such as cutlery, aluminium foil, or crockery with gold plating or metallic edging as they will catch fire as well as damage the microwave.
- When heating items, loosely cover them with a plate or breathable lid to prevent food from splattering the walls.
- To clean the microwave, remove the glass plate and wipe spillages with a damp cloth.

**DID YOU KNOW BACTERIA CAN GROW AND DIVIDE EVERY 20 MINUTES. ONE SINGLE BACTERIUM CAN MULTIPLY INTO MORE THAN 8 MILLION CELLS IN LESS THAN 24 HOURS.**

**Fridge/Freezer**

- The cleaning of the fridge/freezer is your responsibility. Food will be considered as your personal items, so cleaners won’t move items around or throw anything away.
- Regularly clean the inside of your fridge - wipe it with a mild detergent.
- Wipe up any spillages immediately.
- Throw away out-of-date food. This not only attracts harmful bacteria that can cause food poisoning, but rotting food generates bad smells and can seep into other items in your fridge.
- Wherever possible store raw meat and poultry in a clean sealed container (ideally on the bottom shelf of the fridge) so that they can’t touch or contaminate other food.
- Don’t adjust the settings on the fridge/freezer as these have been set to work at their most optimal levels.
- If there are any problems with your fridge/freezer, such as the buildup of a thick layer of ice, or if the lights indicate that there is something wrong, report to your Hall Supervisor straight away.

A well cleaned environment reduces the risk of infection from contaminants and injury from misplaced items. Just like any good science lab, your home should be as sterile and clutter free as possible to minimise risk.
Work Surfaces

- if you need to store food for later use, cover it up and put it in the fridge/freezer. Do not leave it uncovered on the worktops, otherwise it might attract vermin in your kitchen.
- use an antibacterial wipe to clean the surfaces before and after any food preparation to avoid cross-contamination of any harmful bacteria.
- keep all surfaces clear and tidy after use.

Cutlery, dishes, pots and pans

- wash up after every meal. The quicker you clean your utensils, the easier it is!
- use hot, soapy water to wash things and ensure they are thoroughly dry before using them again.
- use a fresh, clean tea towel or disposable towels to dry utensils, otherwise allow them to air dry - don’t put wet bowls or utensils into your cupboards.
- put them away after use – store them in your cupboard.

Sinks

- dry your dishes straight after you have washed them and put them away – don’t allow them to build up on the draining board.
- never dispose of oils, fats or food waste down the sink as this will block the drain.

Rubbish

- put rubbish straight into the correct bins - recycle where you can.
- always use a bin liner and never overfill.
- an extra bin liner should be provided in all bins. If not, ask for extra bin liners if required.

Room inspections

To ensure that you are looking after your bedroom in our Halls of Residence, Imperial College London has a policy of conducting formal room inspections during your stay. These inspections will take place during term time only.

During formal room inspections Hall Staff will check your bedroom and any en-suite facilities for damages, health and safety issues (such as electrical hazards), cleanliness and excessive accumulation of rubbish.

You will be notified in advance as to when inspections will take place outside your room cleaning days. In accordance with the Student Accommodation Code, we will always give you at least 7 days' notice prior to the inspections and we will always endeavour to avoid sensitive times such as during busy exam periods. You do not have to be present in your room while the inspection is taking place. Visits will only be conducted between 10.00 and 16.00 Monday to Friday.

Before the inspection, you should ensure that all areas are clean and tidy and that any defects are reported directly to your Hall Supervisor or via our ‘Reporting Problems’ page: www.imperial.ac.uk/accommodation/currentstudents/livinginhalls/reportingproblems

Where levels of cleanliness do not meet acceptable standards you will be advised of the steps you should take to improve and the date of a re-inspection. If inspections reveal a breach of your accommodation agreement you will normally be given a reasonable opportunity to put things right. If you fail to rectify matters that have been drawn to your attention, or if the level of cleanliness and damages within your room is persistently not of an acceptable standard, a charge will be added to your invoice at the end of term.