

Departure cleaning checklist

Dorm Rooms and corridor

- Sweep floors
- Mop floors

Toilets & Bathrooms

- Wipe hand basins
- Wipe toilets
- Sweep and mop floors
- Remove rubbish to industrial bins and recycling bins

Hall

- Vacuum floor
- Clean hall toilets

Kitchen *(to be completed by kitchen staff – please let them know)*

- Return all plates, bowls, pots, pans, etc. to original places
- Wipe all kitchen surfaces
- Clean out sinks
- Wipe down stove top and oven
- Clean dishwasher
- Clean cool room and wash floor
- Sweep and mop kitchen floor

Dining Area

- Put away tables and chairs back in original positions
- Sweep floor
- Mop floor