

11. The cleaning will be done in the following extent:

a) Daily:

- Dump the garbage into the appropriate bins or containers as indicated by the dormitory manager; sort the waste according to type
- Ventilate the room sufficiently
- Air the bedclothes and put them into the required area (bedclothes cabinet etc.)

In the cells:

- Perform the basic cleaning in the kitchenette, clean working areas and remove the food remains
- Check the food (dates of expiry, sensory qualities)
- Perform the basic cleaning in the bathroom and WC, maintain cleanness and hygienic conditions after each use.

b) Weekly:

- Wash the floor in the room and on the balcony, vacuum the carpets
- Wash the washable surface of tables and other furniture
- Dust the furniture and window sills

In the cells:

- Wash the tiles in the kitchen, washroom and WC
- Wash and disinfect floors in the kitchenette, washroom and WC
- Disinfect the lavatory including the seat, sink and shower.

c) Monthly (including tasks according to weekly report):

- Vacuum mattresses and upholstered furniture
- Wash doors, wall tiles and window sill
- Use damp cloth to clean radiators and table lamp
- Thoroughly clean the floor of the room

In the cells:

- Defrost the fridge and thoroughly clean it from the outside and inside
- Clean the surface of cupboards in the kitchenette, washroom and WC, disinfect.

d) The bedsheets must be changed every 14 days (i.e. fit the bed with clean sheet, blanket and pillow covers).

12. Before moving out of the room, the client must clean and clear out the room, and hand it over to an authorized representative of the dormitory management. The final cleaning will be the same as the monthly cleaning.

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