

## **Cleaning rules in the rooms of the dormitories Na Kotli and J. Palacha Hradec Králové**

---

The client understands that he/she is obliged to regularly clean his/her room reserved for him/her by the attachment to the accommodation agreement, in the extent as stated below, and according to the room type. Furthermore, the client is obliged to watch regularly for extraordinary incidents, such as water leaking through building structures, failures in power distribution, the excessive heating of power distribution systems, occurrence of unwanted insects, etc. All these events must be immediately reported at the reception, or dormitory management.

The client also understands that he/she must buy cleaning products on his/her own, at his/her own costs. The disinfection must be done using freely available anti-bacterial products.

The provider of accommodation provides cleaning tools, such as brushes, sweeps, vanes, buckets, mops etc.). Also a vacuum cleaner is available for purchase.

### **The cleaning will be done in the following extent:**

#### **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.

#### **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.

#### **Monthly (including tasks according to weekly report):**

- Vacuum mattresses and upholstered furniture
- Wash doors, wall tiles and window sill
- Thoroughly clean the floor of the room

#### **In the cells:**

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

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.

The bedsheets can be changed every 14 days; for more info, checks the billboards in the upper part.

---