

**The client must keep the room clean – i.e. in the conditions that will not disturb or limit other clients accommodated in the same room. Also, the client must report any damages so they can be repaired before additional damage may occur.**

### **Room cleaning schedule**

#### **Daily:**

- Basic cleaning of the kitchenette, washroom and closet; remove food remains
- Perform basic cleaning of the bathroom and the WC, keep it clean after every use
- Appropriate personal hygiene (to avoid disturbing roommates by foul odors, etc.)

#### **Weekly:**

- Sweep the floor in the room (and balcony if available)
- Wash the washbasin if part of the room (old dormitory)
- Wash the washable surfaces of tables and other furniture
- Dump the sorted waste into appropriate containers (all waste during the summer accommodation)
- Check the use by dates of the food in the fridge.
- Perform basic cleaning of the bathroom and the WC

#### **Monthly:**

- Wash the doors and wall tiles
- Clean the radiators with a damp towel
- Wash the floor in the room
- Wash the mirror (if included in the equipment)
- Change bedclothes twice a month

#### **Quarterly:**

- Defrost and clean the dormitory fridge

General cleaning may support the standard procedure.

#### **Recommended activities:**

- Room ventilation
- Waste sorting
- Personal hygiene
- Vacuum the mattress

#### **Before moving out of the dormitory:**

- Clean the room according to the instructions and return the bedclothes