

## CLEANING MATRIX

	FM will	User will	Additional help
Classrooms and Lecture Theatres	Clean floors, tables and pick up litter daily Clean white/black boards weekly	Remove their rubbish Clean the white/black board	Hand sanitiser provided in key locations within the building
Hot desk spaces	Clean floors, wipe the desks, sills, skirting boards, and any free spaces weekly	Tidy the space, wipe whiteboards if required and remove their rubbish	Hand sanitiser provided in key locations within the building
Study spaces and communal areas	Clean floors, tables and pick up litter daily	Remove their rubbish, clear their spillages	Hand sanitiser provided in key locations within the building
Offices	Clean floors, sills, skirting boards and any free spaces weekly in multi occupancy spaces, and fortnightly in single occupancy spaces	Clean their desk, whiteboards if required and remove their rubbish	Hand sanitiser provided in key locations within the building
Laboratories	Remove general waste daily, Clean floors weekly	Clean the workbench, remove hazardous waste	Soap and paper roll will be restocked by FM where applicable. Hand sanitiser provided in key locations within the building
Kitchenettes	Remove general waste daily, clean the floor, worktop (if free), skirtings and sills weekly	Clean their dishes, kitchen appliances, remove own recycling to appropriate internal or external recycling points	Hand sanitiser provided in key locations within the building
Toilets, shower rooms and changing areas	Cleaned and restocked daily	Not leave any personal items behind	Hand sanitiser provided in key locations within the building
Catering outlet spaces	Empty waste bins and clean the floor daily	Dispose of their rubbish	Catering staff will clean the tables. Hand sanitiser provided in key locations within the building
Catered accommodation	Clean the communal toilets and spaces daily Carry out regular room inspections	Clean their room and remove waste	Hand sanitiser provided in key locations within the building
Self-catered accommodation	Clean the kitchen and communal spaces weekly, clean the toilets and shower facilities 4x per week (depending on your Service Level Agreement), Carry out regular room inspections	Clean their room and remove waste, clean as they go	Hand sanitiser provided in key locations within the building

Please note that the above list is not exhaustive. For more detailed information please contact your area Cleaning Manager [here](#)

**As documented in the Living with Covid plan we will continue to provide hand sanitiser dispensers in key locations around buildings.**