** CLEANING MATRIX**

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|  | 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** | **Disinfectant surface wipes provided for room users** |
| Study spaces and communal areas | **Clean floors, tables and pick up litter daily**  | **Remove their rubbish, clear their spillages**  | **Disinfectant surface wipes provided for room users** |
| 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** | **Disinfectant surface wipes provided for staff use at cleaning stations 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**  |
| 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**  | **Disinfectant surface wipes provided for staff use** |
| Toilets, shower rooms and changing areas | **Cleaned and restocked daily**  | **Not leave any personal items behind** | **Disinfectant surface wipes provided for staff use at cleaning stations in key locations** |
| Catering outlet spaces | **Empty waste bins and clean the floor daily** | **Dispose of their rubbish**  | **Catering staff will clean the tables**  |
| Catered accommodation | **Clean the communal toilets and spaces daily** **Carry out regular room inspections**  | **Clean their room and remove waste**  | **Disinfectant surface wipes provided for student use** |
| 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**  | **Disinfectant surface wipes provided for student use** |

**Please note that the above list is not exhaustive. For more detailed information please contact your area Cleaning Manager** [**here**](https://www.exeter.ac.uk/departments/campusservices/facilitiesoperations/cleaning/contact/)

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