



Central Societies Committee

Society Clean Room Guidelines

Updated: 07 / 10 / 2025

Overview

Society rooms are at the heart of campus life, providing space for collaboration, creativity, and community. To ensure these spaces remain in good condition, welcoming, and enjoyable for everyone, the CSC has introduced the Society Room Cleaning Guidelines, led by the Amenities Officer.

These guidelines set out:

- **Agreements and Responsibilities**
Each society must nominate a committee member to act as the point of contact for their room and commit to keeping it in good condition.
- **Supports Available**
The Amenities Officer is here to provide guidance, cleaning supplies, and practical help whenever needed.
- **Room Checks, Clearouts, and Schedules**
Regular checks will take place throughout the year to make sure rooms are being cared for and to provide feedback.
- **Consequences of Inaction**
While the emphasis is on support and collaboration, persistent failure to follow the guidelines may lead to restrictions or loss of access to society rooms.
- **Security and Safety**
Ensure that the contents of rooms are safe and secure, and minimise the risk of things going missing.

The purpose of these guidelines is to help societies take shared responsibility for their spaces.

Part A: Agreement and Responsibilities

A1 - Agreement

A member of each society committee must sign the Society Room Responsibility Agreement at the start of the year by the 31st of October. This person will act as the main point of contact and will be responsible for ensuring that their society room is maintained in line with these guidelines.

Any requests for new furniture for your room will not be authorised until this is signed.

[Sign Society Clean Room Responsibility Agreement Here](#)
(Deadline 31st October)

A2 - Responsibilities

Societies are expected to:

1. Keep rooms clean, tidy, and safe for use by all members.
2. Dispose of all waste properly using the correct bins provided.
3. Store food and organics appropriately to avoid pests and odours.
4. Regularly clear and maintain equipment and shared spaces, including (but not limited to):
 - a. Kitchenettes and fridges
 - b. Desks, cupboards, and lockers
 - c. Chairs, tables, and couches
 - d. Shelves and/or shared storage containers
5. Acknowledge that there is an equal responsibility for all societies sharing a room.

A3 - Supports Available

The CSC's Amenities Officer is here to support you. If your society needs cleaning supplies, extra storage options, or has any issues with the space, please reach out. You can get in touch any time or book an appointment during office hours. The aim is to work together so that society rooms remain positive spaces for all.

Part B: Room Checks & Schedule

B1 - What are Room Checks?

To make sure society rooms remain safe, clean, and welcoming, regular room checks will take place throughout the year. These checks are not intended to catch societies out but to give gentle reminders and support where needed.

B2 - What will be reviewed?

During each check, the following will be looked at:

1. General cleanliness and tidiness of the room
2. Proper use of bins, recycling, and food waste disposal
3. Condition of shared facilities (e.g. kitchenettes, fridges, desks, storage areas, seating)
4. Respectful use of the space for all societies sharing the room

Each room will be given a simple **Pass / Needs Attention** status after review. If anything needs improvement, societies will be offered advice and support to make changes before the next check (see Part D).

B3 - Check Dates

Room checks will take place during the following weeks; it is your responsibility to be aware of these. Please ensure your room is prepared to be checked before these. If you know in advance that you may have issues with these dates, please contact amenities@csc.tcd.ie.

1. **27th October (Week 10)**
2. **8th December (Week 16)**
3. **2nd March (Week 28)**
4. **13th April (Week 34)**

Part C: Consequences of Inaction

While these guidelines aim to encourage good practice and provide support, repeated failure to meet the agreed standards will result in consequences. The priority will always be to work with societies to resolve issues. However, responsibility for maintaining shared spaces must be taken seriously to ensure that rooms remain safe, fair, and usable for everyone.

C1 - Initial Failure

- If a room does not meet the guidelines during a check, all societies sharing the room will be contacted for a meeting.
- At this meeting, support and guidance will be offered to help societies bring the room back to standard before the next check.

C2 - Continued Non-Compliance

- If problems persist across multiple checks, societies will be required to demonstrate clear steps taken to improve.
- Failure to show meaningful progress may result in restrictions on room use until conditions improve and/or the removal of your society from the room.

C3 - Final Check of the Year

- Failing the last check of the year (**week of 13th April**) will be treated as a serious breach of responsibilities.
- Societies may **lose their allocation to the room for the following year**.

C4 - Room Suspension

The CSC holds the authority to remove any society from a society room if it is deemed to be in breach of these guidelines.

Part D: Storage Rooms

List of storage rooms: Atrium Room 5.

D1 - How do Storage Rooms work?

Storage Rooms are rooms where many societies (e.g. 15) are allocated storage containers in a single, shared room. These rooms are only for the storage of society-owned items related to aims and objectives, and are not suitable for meetings or events. Food or drink, or other perishables, are not allowed to be stored in this room.

D2 - How do Storage Containers work?

Each society will be allocated specific containers for storing items:

- Containers can only be provided by the CSC Amenities Officer.
- All items must fit within the container; societies may request special permission for large items to be stored in the room.
- Each container must be clearly labelled as to which society owns it.
- A society will be granted a maximum number of containers that cannot be exceeded; societies may apply to increase their maximum.

D3 - Scheduled Room Clearouts

To keep the room orderly, ensure the safety, and accessibility of items, there will be scheduled room clearouts. During these clearouts, any items that are not in a container will be discarded, except for large items that have been previously agreed upon by a society and the CSC Amenities Officer.

D4 - Clearout Dates

Clearouts will take place during the following weeks; it is your responsibility to be aware of these. Please ensure your items are prepared before these. If you know in advance that you may have issues with these dates, please contact amenities@csc.tcd.ie.

1. **8th December (Week 16)**
2. **13th April (Week 34)**

Part E: Security & Safety

E1 - Room and Equipment Security

Trinity's campus is at the centre of Dublin City, hence, any member of the public may unintentionally or very intentionally access buildings on campus. Every year, many personal belongings and valuables go missing throughout society rooms, laptops, money, equipment, and are assumed to have been stolen. Members of the public, but also other students or members of the college community, are unfortunately usually to blame.

E2 - What About Trinity Security?

Due to the public nature of the campus, Trinity's security can't monitor every area or inspect every person. Hence, societies must be primarily responsible for their own security and the security of their items and rooms.

E3 - What Can Societies Do?

- Societies should ensure that their rooms are always locked up after use.
- Any valuables are stored safely, and any personal belongings are not kept in society rooms.
- Societies that have high-risk valuables should be conscious of keys, codes and room access. The CSC recommends producing a list of authorised people who have access and sharing it with the CSC, to help limit key access and mitigate risk.
- Societies may request that CSC change their keys or lock codes if they feel the security has been compromised.

E4 - Reporting Issues

Any items that appear to have gone missing should be reported to the CSC immediately. Similarly, any potentially hazardous situations, such as doors left unlocked, broken doors, or windows left wide open, should also be brought to the attention of the CSC. The CSC can only help finance replacements for items or equipment that are society-owned. Any suspicious persons should be reported to Trinity Security; they are professionally trained to deal with these situations. Never approach suspicious-looking strangers.