## Lettings

## **Allocating Tasks**

We consider all housemates to have shared responsibility for cleaning communal areas. The best way to approach cleaning them is therefore to share out the tasks fairly.

Below is a suggested table with points allocated according to how time consuming/ nasty the particular job is. These add up to 100, so if there are 4 housemates, you can just sit down together and divide up the tasks until you have 25 points each.

Kitchen	Points	Initial
Clean inside/outside all kitchen cupboards and drawers	4	
Clean all surfaces and kitchen worktops	2	
Clean hob	4	
Clean inside of oven and grill, polish external chrome	20	
Clean and remove grime from extractor/ cooker hood	2	
Clean inside/outside of microwave	3	
Sweep and wash hard surface floors	2	
Clean and descale sink and taps	3	
Damp wipe window ledges, skirting boards, door frame and radiator	2	
Clean exterior of all appliances including kettle and toaster	2	
Clean inside/outside of fridge/freezer removing all grime and food deposits		
(don't turn off or it'll go mouldy)	6	

Total 50 Bathroom/s **Points** Initial Vacuum and mop floors Clean and polish mirrors 2 Clean all bathroom counters 1 Clean, descale and disinfect toilet 4 Wipe skirting boards and door frame 2 Clean, descale and polish shower doors / screen and tiles 8 Clean, descale and polish bath, basin, taps, shower head, hose and fittings 6

Communal areas (inc. garden)PointsInitialRemove rubbish and properly dispose of3Remove cobwebs2Clean inside of windows4Clean inside cupboards and wardrobes2

Clean inside cupboards and wardrobes	2	
Dust and clean window sills and ledges	2	
Clean skirting boards, doors/frames, handles, bannisters and any other		
paintwork	4	
Dust light fittings and switches, curtain rails, pictures and radiators	1	
Clean and dust all wooden furniture	2	
Vacuum and clean carpet (or mop where necessary)	3	
Vacuum upholstery, lift up cushions and clean underneath	2	

Total 25

Total

25