

ALLEGATO D

HALL OF RESIDENCE CLEANING GUIDE

Once a month, in case of transfer and at the end of the assignment period, the personnel in charge of the Controllo Alloggi (Accommodation Check Service) will check the tidiness and cleanliness of the accommodation. It is important to ensure that the floors and the bathroom fixtures are properly cleaned, that there is no dirt on the furniture, nor the presence of unauthorized equipment or items, prohibited by the Halls of Residence Regulation.

The assignee shall clean up the common areas, especially the kitchen, and ensure that the sink, the hobs and the fridge are tidy.

Furthermore, the legislation in force in Trento and Rovereto provides for separate waste collection, therefore assignees shall take the general waste to the recycling point and sort out as appropriate in accordance with the instructions provided in the containers located close to the apartments.

As for the halls of **residence cleaning**, at the end of the assignment period, assignees shall return the accommodation in the same conditions as when it was accepted, clean and tidy, and free of all personal items, in order to avoid any extra cleaning fee exceeding that due for the ordinary check-out cleaning.

TIPS FOR A PROPER CLEANING OF THE ACCOMMODATION (intended for assignees during the assignment period and above all at assignment period end or relocation to another accommodation)

BATHROOM

For health and safety purposes, the bathroom needs particular care. For this reason the bathroom fixtures, including the toilet rim and the shower dish, must be thoroughly cleaned. For the toilet disinfection, assignees can use sodium hypochlorite-based products (such as bleach). To clean the sink, shower tray and bidet, either powdered or liquid alkylbenzene sulfonate-based products are largely available at supermarkets. The use of rubber gloves is recommended to protect the skin from aggressive cleaners. You may also use white vinegar, which is both ecological and disinfectant, to clean and disinfect bathroom surfaces.

Every now and then, use a descaling product on the taps and showerhead, also pour small quantities of the product into the sink or shower pipes, in order to remove any possible lime deposit.

ROOM

To dust the room furnishings, assignees may use spray products fit for this purpose. We suggest using anti-static microfiber cloths to wipe more easily and effectively. We also suggest using environmental-friendly, not too aggressive products. Clean the floor with water and detergent. All drawers must be empty and wiped clean as well as closets (both inside and outside), and the bed (both beneath and behind the headboard).

At check-out or transfer, the assignee shall leave the room thoroughly clean and free of all the items not belonging to the residence hall and, if need be, shall bring back to the reception any equipment found upon his arrival (mattress cover, pair of bed sheets, pillowcase, bedcover, blanket if present, pair of towels).

KITCHEN

At the supermarket, there's a wide choice available of general kitchen degreasers, either spray or cream, that can be used to clean hobs and sink. We recommend using the correct quantity of detergent, rinse it thoroughly with abundant water and wipe dry with a cloth, or a microfiber cloth, in order to avoid formation of lime deposit.

After every meal, dishes shall be washed with specific detergent (generally vinegar or lemon-based) and rinsed with water. Kitchen appliances (microwave oven, fridge, etc), tiled surfaces and furnishings must be cleaned with a good quality (lemon or Marseille soap) degreaser.

These are just a few suggestions for correct cleaning, mainly directed to those who are not used to doing household chores. All the detergents mentioned above are available in any supermarket. We recommend using specific detergents suitable for the various surfaces, so as to avoid damaging the accommodation furnishings.

Finally, we recommend all assignees to cooperate in ensuring that water and electricity are used appropriately, to guarantee a sustainable management of the hall of residency.