

# House Guide

## General Notes

- Please refrain from wearing outside shoes on stair carpets etc.
- Please ensure *'electrical items are switched off when not being used'* and not just left on standby especially desktop PC's, monitors, gaming consoles, ovens etc.
- Please leave switching the heating on as late as possible in the first term and ensure it is used on *'timer mode'* when used, all radiators also have individual thermostats.
- *'Please do NOT burn candles' as the fumes will make the walls dirty over time, which normally results in the walls requiring repainting at a cost to the tenants.*
- Ensure bins are put back into the front/back garden on the day they have been emptied.
- Inform landlord of any leaks however small (radiators, dishwasher, washing machine etc).
- Keep garden weeds under control and weed gardens as and when required.
- Report any damages to the landlord as and when then occur.
- Ensure that rooms are ventilated by opening windows regularly.
- Ensure bathrooms are ventilated after showers by opening windows.
- Please ovoid drying washing in bedrooms.

## Shared responsibility

You are responsible for your room and the communal areas are a shared responsibility.

It is important to that you keep the house in good clean order and agree a cleaning rota so there is not a huge task as the end of the tenancy. This will also help food hygiene and also deter unwanted rodents from entering the house.

Kitchen/bathroom	Communal area
Clean ovens once a term (min)	Vacuum all floors regularly.
Clean Fridges/Freezers regularly.	Mop floors regularly.
Clean Microwave regularly.	Clean other surfaces as required.
Clean worktop regularly.	Ensure bins are brough back into garden
Use bleach in toilets, sinks and shower drains regularly.	