

Cleaning plans – Spring 2025

Schedule

Week	First day (Monday)	Who
Jan, Feb, March	30-dec	Stuenterhuset
17	21/Apr	Student Council RUC
18	28/Apr	Kamarillaen
19	05/May	Tutoring
20	12/May	Frit Forum Roskilde
21	19/May	European Youth
22	26/May	RUCsport
23	02/Jun	CEA/ERUA
24	09/Jun	QCC
25	16/Jun	RUF
26	23/Jun	Rubber Duck Media
July	30/Jun	Stuenterhuset
32	04/Aug	Tutoring

Room	What and how
Kitchen	<p>Tuesday Make sure that the room (tables & chairs) is presentable. Throw out trash. Wipe down dirty spots.</p>
	<p>Tuesday and Friday Check on the dishwasher and small kitchen. The dishwasher should be cleaned and dried (leave it open). Clean any dishes and cups.</p>
	<p>Friday Check the refrigerators. Empty out any old or unlabelled food. Give the fridge a quick wash if sticky / smelly. You can keep old or unlabelled food if you want.</p>
	<p>If anything is missing or broken E-mail kontakt@sh-ruc.dk</p>
Group rooms	<p>Tuesday and Friday Check that there are 8 chairs in each room. Email us if tables or chairs are missing.</p>
	<p>Tuesday and Friday Throw out trash Forgotten valuable items is to be delivered to service desk or us.</p>
In general	<p>Tuesday Water all the plants. Each plant needs 400ml (a big glass). Walk throughout the house. Put trash in the trash cans. Make sure everything looks alright.</p> <p>If you have any questions or in doubt email us</p>

Day	Room	Task	Check
Tuesday	Kitchen	Is the room presentable?	
Tuesday	Kitchen	Wipe down dirty spots	
Tuesday	Kitchen	Throw out any trash not in bins	
Tuesday	Kitchen	Empty the dishwasher	
Tuesday	Kitchen	Clean the cups and small kitchen	
Tuesday	Group room	Throw out any trash	
Tuesday	Library	Water the plants (400ml each)	
Friday	Kitchen	Empty the dishwasher	
Friday	Kitchen	Clean the cups etc.	
Friday	Kitchen	Check fridges Throw out old or unlabelled food Wash if sticky or smelly	
Friday	Group rooms	Check if each group room has 8 chairs	