



LEEDS BECKETT UNIVERSITY  
CAMPUS & RESIDENTIAL  
SERVICES

# **CARES** **CLEANING** **CHARTER**

**As we move towards a more flexible and hybrid way of working, we will continue to closely follow Government guidelines around hygiene and cleanliness.**

Regular handwashing remains a key message from the Government and Public Health England in controlling the virus. We continue to do our best to make sure the Campus environment is suitable for working and studying in.

Please see below the measures we are taking to ensure this:

**‘Normal’ Cleaning Routines**

Daily cleaning is taking place. This includes the dusting and vacuuming of all teaching and communal areas, mopping & sanitising of washrooms and the wiping down of all surfaces with a suitable disinfectant.

All offices (where open and in use) are cleaned fortnightly, and deep cleaning – which involves carpet cleaning, high level dusting and hard floor cleaning – takes place on a rolling schedule throughout the year.

**Additional Measures**

Hand sanitiser is widely available across University buildings in communal and teaching spaces.

In addition to our standard clean, we continue to carry out extra services and provide additional cleaning supplies for self-use:

Cleaning Task	Frequency	Using:	Undertaken by?
Teaching Spaces	Once daily	Appropriate disinfectant and sanitising solutions	Cleaning staff
Specialist Labs & Libraries	Once daily *	Appropriate disinfectant and sanitising solutions	Cleaning staff
Taps and washing facilities	Once daily *	Appropriate disinfectant and sanitising solutions	Cleaning staff
Toilet flush and seats	Once daily *	Appropriate disinfectant and sanitising solutions	Cleaning staff

\* In high footfall areas, a second top up check clean will take place

## Offices and Shared Spaces

Where we are advised that spaces below are in use, we will undertake the following:

Cleaning Task	Frequency	Using:	Undertaken by?
Offices *	Fortnightly as per 'normal' cleaning routines (see above)	Appropriate disinfectant and sanitising solutions	Cleaning staff
Staff kitchenettes *	Once daily	Appropriate disinfectant and sanitising solutions	Cleaning staff
Meeting rooms *	Once daily	Appropriate disinfectant and sanitising solutions	Cleaning staff

\* Sanitising sprays can be requested via CARES helpdesk

## Food & Drink Outlets

Where open and in operation, the following provision will be made:

Cleaning Task	Frequency	Using:	Undertaken by?
Food service areas	Twice daily	Appropriate disinfectant and sanitising solutions	Catering staff

## Reception Desks

Where open and in operation, the following provision will be made:

Cleaning Task	Frequency	Using:	Undertaken by?
Hubs & Reception desks *	Daily	Appropriate disinfectant and sanitising solutions	Cleaning staff

\* Sanitising sprays can be requested via CARES helpdesk

In order to further support our customers, we have placed more waste bins around the campus and keep a regular [FAQ section](#) going on our website to answer queries or concerns.

In order to keep yourself safe, we recommend the following:

- Keep washing your hands regularly

Our team are also on hand to answer any queries that cannot be found in the [FAQs section](#).

Please send an email to the **CARES Helpdesk** in the first instance and a member of the team will get in touch.

### CARES Helpdesk

0113 812 28585

[CaresHelpdesk@leedsbeckett.ac.uk](mailto:CaresHelpdesk@leedsbeckett.ac.uk)



LEEDS BECKETT UNIVERSITY  
CAMPUS & RESIDENTIAL  
SERVICES