



**Office of Student Affairs- Student Housing  
Room Cleaning Schedule (Reception Copy)**



**Dorm:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Slot	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
10:00a.m. 10:20 a.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
10:20 a.m. 10:40 am	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
10:40 am 11:00 a.m	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
11:00a.m. 11:20 a.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
11:20 a.m. 11:40p.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
<b>12:00 P.M. - 1 P.M. BREAK (No room cleaning can take place)</b>					
1:00 p.m. 1:20 p.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
1:20 p.m. 1:40 p.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
1:40 p.m. 2:00 p.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
2:00 p.m. 2: 20p.m.	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:
	Name: Room:	Name: Room:	Name: Room:	Name: Room:	Name: Room:

**NOTE:**

The cleaning schedule is on daily basis from Monday till Friday from 10am till 12pm & from 1pm-2:20pm & even during holidays  
You are kindly requested to write your name on the cleaning schedule booklet available at every reception before one day or even earlier with your preferred cleaning time on weekly basis.

The receptionist & the janitorial services will make sure to have your room cleaned on the requested date & time.

Every room is entitled to sign up for room cleaning twice weekly

The staff will not clean your room if you (or your roommate) are not present in your room or if your name was not added before one day on the schedule

If your room is not clear or tidy the cleaning staff has the right to refuse to clean it accordingly

Any resident found to be in violation of basic cleanliness standards will lose any priority for living in the student housing facilities even if on full scholarship

