

CLEANING INFORMATION SHEET

This form can be used to forward information/questions with regard to cleaning activities. Prior to sending this form please inform yourself of the information in the yellow fields.

Are you aware of the cleaning chart in your room? The chart explains what actions are performed by the cleaning team and which actions have to be performed by the user of the room.
Should this chart not be available in your room please inform the business office.

Sometimes due to illnesses there may be a temporary adjusted cleaning schedule in your pod/class. The business office will do its utmost to inform you about this via the mail.
An adjusted schedule means that only the most necessary handlings are done. The cleaning team will make sure that every room will receive at least basic cleaning.

If you are planning special activities which may result in a need for extra cleaning please inform the business office well in advance so the extra cleaning can be planned. Ad hoc is not always possible!
Please be aware that you need to plan your special activity to also include clean up at the end of the lesson.

Name submitter:

Room:

Date/time:

Information regarding situation:

Requested support:

For business office only:

Actions taken:

Feedback given to submitter:

Date:

Who: