

Cleaning regulations regarding premises in the Student Union House

Settled by the Administration Committee 2005-01-12.

Changed by the Administration Committee 2019-10-07.

General regulations when renting premises in the Student Union House

MF provides cleaning materials and refills of consumables in the cleaning storage.

Remember that guests produces a lot of garbage and that the premises will easily be dirty with a lot of people there. For larger events, it may be necessary to empty trash cans inside and also clean the toilets during the course of the event. You have to put in new garbage bags in all the trash cans inside when you are finished with the cleaning, if you have not booked cleaning through MF.

Remember that mop water get easily dirty fast so change water often. Any vomit must be cleaned up immediately to counteract that it dries up and spread unpleasant odours. Special attention shall be devoted to removing stains on wooden floors and gums.

Before leaving the premises, the renter shall see to that no unauthorized people remains in the rented premises or in the public areas. Persons authorized to stay on the premises must be able to show that they have a key/card access that works for the premises in which they are staying.

In general, the following applies when leaving the premises:

- **All doors and windows must be closed.**
- **All doors and windows that can be locked shall be locked.**
- **All the lights that be turned off shall be turned off.**
- **None of the renters' equipment, food or anything that the renter has brought may be left behind on the premises, unless specifically agreed.**
- **All garbage bags shall be taken out (see next section) and be replaced with empty bags.**

If anything deviates from this, it is stated below. There are more detailed instructions for each room below.

For rentals with a house manager present, the house manager will make an inspection of the premises when the renter considers themselves to be done with the cleaning.

Garbage disposal and separation at source

MF practice garbage disposal, which is good to keep in mind so that the garbage from start will be put in different garbage bags and bins. Garbage shall be sorted as following:

- Plastic
- Metal
- Cardboard
- Food waste
- Other combustible
- Glass
- Electronics
- Strip lights

Garbage shall be placed in marked containers in the garbage room, next to/outside the gates to the Lecture Hall's patio. Make sure that the bags are sealed well. Food waste shall be thrown in a special bin in the garbage room. Cardboard boxes shall be placed in the compressor, after being accurately flattened. Then follow the instructions on the apparatus to compress the cardboards. Glass bottles without deposit shall be thrown in the bins outside the garbage room. Make sure to distinguish between coloured and unstained glass. Other glass (e.g. broken glass) can also be thrown there. (But not porcelain – that is not glass.) Bottles and aluminium cans, with deposit already payed for, shall be placed in special bags, which is placed in the goods reception.

Ordered cleaning

If the renter ordered cleaning from MF then they do not have to provide cleaning of what the ordered cleaning includes. The premises manager shall inform what the cleaning package includes when ordering. MF is responsible for the cleaning company and the renter can therefore ignore the points below that the cleaning company performs. Other points below regarding the rented premises is upon the renter to remediate.

The Lecture Hall with stage, hallway from the Lecture Hall and the "Gubbyllan" (above the Lecture Hall's bar)

- All junk shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down.

*This document was translated 2020-02-18.
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- The wooden floor and the stage shall be swept and moped with only water or with cleaning oil. (If cleaning has been ordered the renter do not have to mop the floor.)
- All the tables, countertop, sinks, refrigerators, shelves, cabinets and all other surfaces must be wiped clean with water and cleaning soap. Chairs shall be cleaned if there are stains or if they have been spilled on.
- Other floors shall be wiped clean and moped with cleaning soap. It is important that all stains and gums are removed.
- Walls, windows, ceilings and drape shall be cleaned if dirty.
- Tap coasters/drip tray should be emptied and cleaned.
- Tables and chairs shall be put back according to the existing furniture plan for the premises. If you have gotten instructions that they should not be places out then place the chairs on the table wagon and the chairs should be stacked along the further wall. Tables and chairs must not be places outside.
- The refrigerators/coolers shall be emptied of anything you have put in and then cleaned. They shall thereafter be turned off and left ajar. (The will start to mildew otherwise.)
- The stage with associated equipment must be restored in the condition it was in before the rental.
- The DJ-booth and sound and light equipment shall be restored in accordance with sound and light regulations.
- When leaving the premises, all the lamps must be turned off and doors and windows closed and locked. The wide doors to the patio must be locked with the knobbed when leaving the premises. The light button cabinet must not be looked.

The Cargo Dock– "Lastkajsgången":

- All trash shall be picked up and thrown away.
- The floor shall be swept and moped with water and cleaning soap.
- Walls and ceilings shall be cleaned if they have gotten dirty.
- No garbage may be left here.
- The inner and outer elevator door shall be closed and the lights turned off when leaving the premises.
- The front door must be closed and locked when leaving the premises. Make sure that it locks!

Patio (at the Lecture Hall)

- All the trash shall be picked up and thrown away. All the decorations shall be taken down. Sweep the plates and stairs if needed. If the plates or stairs are stained, they must be removed.
- The tables shall be wiped off with water and cleaning soap.
- The benches, chairs and walls shall be cleaned if they have gotten dirty.
- No furniture that belongs to the Lecture Hall may stand outside.
- The heating aggregate shall be turned off.
- The gate towards the parking lot shall be closed.

Serving kitchen (small kitchen next to the Lecture Hall)

- The floor must be swept and moped with water and cleaning soap.
- All the kitchen sinks and other surfaces shall be wiped off and the sink cleaned and emptied of trash.
- Walls, ceiling and windows shall be cleaned if they have gotten dirty.
- No dishes – either clean or dirty – may be left behind.
- No food or beverages may be left behind.
- The lamps shall be turned off.
- The electricity to the kitchen supplies shall be turned off.
- Doors and windows shall be closed and locked.
- The cleaning equipment shall be restored in the cleaning closet.

Loge, loge corridor, elevator and technical room

- All trash shall be picked up and thrown away.
- All surfaces shall be wiped off with water and cleaning soap.
- Walls, windows and ceilings shall be cleaned if they have gotten dirty.
- The floors (not in the technical room behind the stage) shall be swept and moped with water and cleaning soap.
- In the technical room shall the last stage be turned off and the three-phase cable be drawn-out.
- When leaving the premises the elevator shall be on the upper level, inner and outer elevator door shall be closed, the lamps turned off, the windows in the lodges closed and doors closed and locked.

The Mirror Room – “Spegelsalen”

- All the trash shall be picked up from the floor and thrown away.
- The floor shall be swept and moped with water and cleaning soap.
- Walls and ceilings shall be cleaned if they have gotten dirty.
- The furniture shall be restored as they where before you started to use the premises.
- The doors towards the “Gasque” shall be closed and locked and the lamps shall be turned off when leaving the premises.

The Gasque och the gasque corridor

- All junk shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down.
- The floors shall be swept and moped with water and cleaning soap.
- The tables, bar counter and DJ-booth shall be wiped off with a moist rag with cleaning soap. The chairs shall be cleaned if they have gotten dirty.
- The walls, windows, roof and drapes shall be cleaned if they have gotten dirty.
- The chairs shall be stapled and placed on marked location in the Mirror Room. The tables shall be packed in the table wagons inside.
- The desks, window frames, tables and chairs shall be wiped with water and cleaning soap. The walls shall be cleaned with water and cleaning soap if they have gotten visibly dirty.
- The sound box and sound and light equipment shall be restored in accordance with the sound and light regulations.
- All the doors and windows shall be locked and all the lights turned off when leaving the premises. The emergency exit door shall be locked with the lock knob when leaving the premises.

The Pub

- All loose trash shall be picked up from the floor and stairs and be thrown away. Decorations that has been put up and such like shall be taken down.
- The bar counter, tables and other surfaces shall be wiped off with water and cleaning soap.
- The floor and stairs shall be swept and moped with water and cleanings soap. (If cleaning has been ordered, then the floor does not need to be moped.)
- Tap coasters/drip tray should be emptied and cleaned.

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- Walls, windows, ceilings and drapes shall be cleaned if they have gotten dirty.
- The refrigerators/coolers shall be emptied of anything you have put in and then cleaned. They shall thereafter be turned off and left ajar. (The will start to mildew otherwise.)
- Sound and light equipment shall be restored in accordance with the sound and light regulations.
- The chairs shall stand on the tables, which shall be placed according the furniture plan.
- All lamps shall be turned off when leaving the premises.
- The doors to the "Gasque" corridor shall be closed and the gate down to the pub shall be closed when leaving the premises. The door to the room behind the bar counter shall be close and locked.
- The emergency exit opposite the elevator shall be locked with a key when leaving the premises.

Changing room, showers, sauna and the corridor outside

- All loose trash shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down. Bottles and cans shall be separated at source.
- The floor (even under the benches) shall be swept and moped with water and cleaning soap.
- "Bastulavarna" shall be washed off with water. If needed the walls and ceilings shall be cleaned.
- The sinks and mirrors shall be cleaned with water and cleaning soap.
- The sauna aggregate must be turned off if it have not turned itself off, when leaving the premises.
- All the lamps shall be turned off when leaving the premises.
- Forgotten clothes, shoes, etcetera, may be left in intended container.
- The doors between the changing room and the shower rooms and the sauna shall be left ajar. The doors to the changing room shall be closed but not locked when leaving the premises.

Toilets (entrance, by the loges, in the cargo dock, "klubbvåningen" and the pub)

- All loose trash shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down.

- The toilets shall be cleaned with water and cleaning soap, both in the toilet bowl and on the outside.
- Walls and ceilings shall be cleaned if they have gotten dirty.
- Sinks and other surfaces shall be wiped off with water and cleaning soap.
- The floors shall be swept and moped with water and cleaning soap. (If cleaning has been ordered the renter do not have to mop the floor.)
- The urinals shall be flushed out with water and any trash who might be there shall be picked up and thrown away.
- If needed, clean the walls, ceilings and windows.

Upper foyer

- All loose trash shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down. Sweep the floor and mop it only with water or cleaning oil. Attn. that standard cleaning soap may NOT be used on the wooden floor and large stairs. All the stains and gums must be removed unconditional.
- Restore all furniture in accordance with the poster plan for furniture. Furniture that are not suppose to be there must be moved.
- Tables, window frame and other surfaces shall be wiped off with water and cleaning soap if needed.
- Windows, walls and ceiling shall be cleaned if they have gotten dirty.
- All the lamps shall be turned off when leaving the premises.
- All the windows and doors towards "klubbvåningen" and stairs shall be closed and locked when leaving the premises. The doors may not be stabled open and the door opener shall be active.

"Klubbvåningen"

- Sweep and mop the wooden floor with water and cleaning soap. The broadloom shall be vacuumed. All decorations and such like shall be taken down.
- Restore all furniture in accordance with the poster plan for furniture next to the café. Furniture that are not suppose to be in the "Klubbvåning" must be moved.
- Windows, walls, ceilings, chairs and other furniture shall be cleaned if they have gotten dirty.

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- The refrigerators/coolers shall be emptied of anything you have put in and then cleaned. They shall thereafter be turned off and left ajar. (The will start to mildew otherwise.)
- All tables, bar counter and other surfaces shall be wiped off with moist rag and cleaning soap.
- All the windows, doors towards the upper foyer, kitchen door, doors to the large meeting room and fire door shall be closed and locked when leaving the premises.
- All the lamps shall be turned off when leaving the premises.

The kitchen in the "Klubbvåning"

- The refrigerator and freezer shall be emptied of anything you have put in and then cleaned. They shall thereafter be turned off and left ajar. (The will start to mildew otherwise.)
- All surfaces, the oven and stove, sinks, etcetera shall be emptied and wiped off/out with water and cleaning soap. All trash shall be thrown away.
- Kitchen supplies, glass, porcelain etcetera shall be washed and put back to their usual place when this is done. Tins must usually be washed by hands to become clean, it is not enough to run them in the dishwasher.
- There is a special food disposal can in the garbage room.
- No dishes – neither clean nor dirty – may be left behind.
- No food or beverages may be left behind.
- The dishwasher shall be emptied and cleaned. It shall also be turned off and closed.
- The floor shall be swept and moped with water and cleaning soap.
- Walls, ceilings and windows shall be cleaned if they have gotten dirty.
- When leaving the premises all the kitchen machines shall be turned off, all the lamps turned off and all the windows and doors shall be closed and locked.

Entrance/lower foyer

- All loose trash shall be picked up and thrown away. Decorations that has been put up and such like shall be taken down.
- The floor shall be swept and moped with water and cleanings soap. (If cleaning has been ordered, then the floor does not need to be moped.)

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- Tables, chairs, window frames and other surfaces shall be wiped off with water and cleaning soap if needed.
- Walls, windows and ceilings shall be cleaned if they have gotten dirty.
- The party lights shall be turned off. (Where there are no switch, unsheathe the plugs.)
- All the windows and doors shall be closed when leaving the premises.
- All the lamps shall be turned off when leaving the premises.
- All trash shall be picked up and thrown away outside the entrance and 20 meters around the Student Union House.
- If you have moved the furniture on arrival you must put them back.

Large kitchen and the washer room (at the "Gasque")

- If you have used the refrigerator, freezer and cold storage it must be emptied of everything you have put in. The refrigerator and freezer shall be dried out with water and cleaning soap. They shall thereafter be turned off and left ajar (they will start to mildew otherwise). The cold storage's shelves shall be wiped off with water and cleaning soap. The floor in the cold storage shall be mopped with water and cleaning soap.
- All surfaces, the oven and stove, sinks, etcetera shall be emptied and wiped off/out with water and cleaning soap. All trash shall be thrown away. The griddle shall be cleaned but you must not use cleanings soap or washing-up liquid may not be used.
- Kitchen supplies, glass, porcelain etcetera shall be washed and put back to their usual place when this is done. Tins must usually be washed by hands to become clean, it is not enough to run them in the dishwasher.
- There is a special food disposal can in the garbage room.
- No dishes – neither clean nor dirty – may be left behind.
- No food or beverages may be left behind.
- The dishwasher shall be emptied and cleaned. It shall also be turned off and closed in accordance with the posted instructions.
- The floor shall be swept and moped with water and cleaning soap. If heavily soiled, it may need to be scraped clean and rinsed off with cleaning foam.
- Walls, ceilings and windows shall be cleaned if they have gotten dirty.
- When leaving the premises all the kitchen machines shall be turned off, all the lamps turned off and all the windows and doors shall be closed and locked. The

power supplies to the kitchen machines has a special switch. The door to the cold storage shall be closed.

Outside the entrance, goods reception and parking lot

- All trash shall be picked up and thrown away outside the entrance and 20 meters around the Student Union House.
- All the trash shall be picked up and thrown away. All the decorations shall be taken down. Sweep the plates and stairs if needed. If the plates or stairs are stained (e.g. stearin or burn marks, they must be removed.
- The tables shall be wiped off with water and cleaning soap.
- The benches, chairs and walls shall be cleaned if they have gotten dirty.
- No furniture are allowed outside.
- The gate towards the parking lot shall be closed.
- The surfaces must be free of blocking outdoor furniture, fences, railings, wagons, and etcetera. The ramp towards the main entrance must be free for passage.

The Terrace

- All the trash shall be picked up and thrown away. All the decorations shall be taken down. Sweep the plates and stairs if needed. If the plates or stairs are stained (e.g. stearin or burn marks, they must be removed.
- The tables shall be wiped off with water and cleaning soap.
- The benches, chairs and walls shall be cleaned if they have gotten dirty.
- No furniture are allowed outside.
- The heating aggregate shall be closed off.
- The grill shall be turned off, cleaned and prepared.

Biblioteket

- All the trash shall be picked up and thrown away. All the decorations shall be taken down. No food or beverages may be left behind. Vacuum the broadloom. All the stains and gums must be removed unconditional.
- Tables and chairs shall be put back according to the existing furniture plan for the premises. Furniture that are not supposed to be in the library must be moved.

- Tables, chairs, window frames and other surfaces shall be wiped off with water and cleaning soap if needed.
- Walls, windows and ceilings shall be cleaned if they have gotten dirty.
- All lamps shall be turned off when leaving the premises.
- All the books shall be in their places in the book shelves.
- All the windows and doors towards the committee floor and "klubbvåning" shall be closed when leaving the premises. The doors may not be set up.

Large meeting room

- All the trash shall be picked up and thrown away. All the decorations shall be taken down. No food or beverages may be left behind. Vacuum the broadloom. All the stains and gums must be removed unconditional.
- Tables and chairs shall be put back according to the existing furniture plan for the premises. Furniture that are not supposed to be in the meeting room must be moved.
- Tables, chairs, window frames and other surfaces shall be wiped off with water and cleaning soap if needed.
- Walls, windows and ceilings shall be cleaned if they have gotten dirty.
- All lamps shall be turned off when leaving the premises.
- All the windows and doors towards the library and "klubbvåning" shall be closed when leaving the premises. The doors may not be set up.

The Committee floor

- If you have used the refrigerator or freezer these need to be emptied. (This does not apply to committees, sections and societies with permanent residence in the committee floor.) The refrigerator and freezer shall be dried out with water and cleaning soap.
- There is a special food disposal can in the garbage room.
- No dishes – neither clean nor dirty – may be left out.
- No food or beverages may be left out. (This does not apply to committees, sections and societies with permanent residence in the committee floor.)
- The dishwasher shall be emptied and cleaned.
- The floor shall be swept and moped with water and cleaning soap.
- Walls, ceilings and windows shall be cleaned if they have gotten dirty.

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- When leaving the premises all the kitchen machines shall be turned off, all the lamps turned off and all the windows and doors shall be closed and locked.
- All the tables, countertop, sinks, refrigerators, shelves, cabinets and all other surfaces must be wiped clean with water and cleaning soap.
- Kitchen supplies, glass, porcelain etcetera shall be washed and put back to their usual place when this is done.

Amount of fines

In case of inadequate/not performed cleaning or restoration of the premises, fines are payed in accordance with the contract. The amount of fines are set out in a separate inspection protocol, which can be obtained on request.