

CityHive Cleaning policy and information

CityHive is a shared working space and requires cooperation and consideration from all users in order to function. We invite you to help keep the place clean, minimise costs and ensure you and your guests have a great experience everytime.

Here are the details of our approach to cleaning:

Your responsibilities as a licensee and member:

- Keep your own area (office or coworking space) clean using the supplied cleaning products
- Place your rubbish in the correct bins and empty your bins (office) to the correct location
- Clean any meeting or communal areas you use to the condition you would like to find them in i.e. as you found them or better
- Alert the host if areas have been left unclean

Our responsibilities as hosts:

- Supply you with products and guidance that make it as easy as possible to keep areas clean, including regular cleaning of the Enjo products
- Respond to your requests and feedback if the approach to cleaning isn't working
- Keep communal areas clean – hallways, toilets, kitchen, entrance, shower, host desk, stairs

The cleaning products:

In keeping with our emphasis on ethical and sustainable behaviour we have provided enjo cleaning products so we can be as chemical free as possible.

The Enjo cleaning products can be found:

- **Downstairs** cloths are under the sink and the mop and mop heads are in the broom cupboard
- upstairs in the orange container near doorway into the private office space. Please use and let the host know when they need washing



How to use Enjo

Details on using Enjo products can be found at <http://www.youtube.com/user/marketingenjo> so please have a look.

How enjo works <http://www.youtube.com/watch?v=Ew0ZewuCshY>

Floor cleaning <http://www.youtube.com/watch?v=jjF9bV5bD8I>

Window cleaning <http://www.youtube.com/watch?v=POWZF-NYMOs>

Kitchen/general cleaning <http://www.youtube.com/watch?v=Nw5QN3KiP6g>

Green = kitchen (use damp/wet then dry with green miracle cloth)

White = bathroom (use damp/wet then dry with white miracle cloth)

Blue = windows (use damp/wet then dry with blue or yellow miracle cloth)

Orange = dusting (use dry)

Pale blue = fabric (ie furniture use damp then dry with white edged with blue miracle cloth)

Orange mop head = sweeping/dusting upstairs floor (use dry)

Yellow mop head = mopping upstairs (use damp for mopping upstairs. Don't use sopping wet as it will mark the floor)

Grey mop head = mopping downstairs (use damp/wet)

