KITCHEN MANNERS 101

Be a good housemate by following these simple steps.

**EVERY TIME YOU USE THE KITCHEN**

Clean up after yourself. Wash up whatever items you use and put them away so the kitchen is ready to use for the next person.

Check the rota to see when it is your turn to do any tasks.

**DO AT LEAST EVERY WEEK**

- Take out the rubbish/bins
- Vacuum or sweep the floor
- Wipe down surfaces and handles.

Share weekly cleaning tasks so they're divided fairly, are quicker to complete, and to keep your kitchen nice for everyone.

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**KITCHEN ROTA**

You can use this rota to share out cleaning tasks equally.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Take recycling out</td>
<td>Jane</td>
<td></td>
<td></td>
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