**Faith Centre, University of Essex**

**Housekeeping Guidelines for use of the space**

In order to maintain a smart, inviting and clean space for all Centre visitors, please follow this guidance when using the Centre space.

This information applies to all those booking Centre facilities or using the offices or social spaces, including Chaplains, faith representatives and SU faith societies. Adherence to the guidelines below forms part of the user and booking arrangements for using Faith Centre offices, Social Space, Washrooms, Quiet Space, Kitchen Area and FC Spaces 1 and 2.

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| **Area** | **Guidelines** |
| **Kitchen area**  **Shared crockery, glasses, mugs and cutlery**  **Tea and coffee supplies**  **Hot water tap**  **Fridges** | The crockery, cutlery, glasses and mugs are available for use for all Centre users.  **The cleanliness and tidiness of the kitchen is the responsibility of the Chaplains, faith societies and users of the space. The kitchen area will not be cleaned by University cleaning staff.**  Please can users wash up any mugs, crockery and cutlery using the cleaning products provided, and wipe down surfaces using the paper towels.  The University has provided tea, coffee, hot chocolate, sugar and biscuits for Centre users. Please email [mfcadmin@essex.ac.uk](mailto:mfcadmin@essex.ac.uk) if you require further supplies.  The hot water tap can supply up to 100 cups of boiling water per hour so is ideal for events as well as individual hot drinks. Please use caution when using this tap.  There are 3 fridges – 1 is for non-halal products, 1 is for halal products and the small fridge is for drinks only. Please ensure that these fridges are used for small items only, and any spills or mess are cleaned up immediately using the cleaning products provided under the sink. |
| **Quiet Space** | Please be aware that any staff member or student may use this area for a moment of quiet prayer or reflection. Please use the sign on the door to indicate whether the room is in use.  **This room is for private prayer, reflection or meditation, or for one to one meetings with Chaplains. Please do not use this room for any other purpose such as academic study, socialising etc.**  Please ensure that any rubbish is disposed of in the bins provided in the Social Space. This room is not suitable for meetings; please use the Social Space or FC Space 1 for groups of 3 or more. |
| **Social Space**  **Books**  **Furniture** | The Social Space is a lovely place to relax and chat, but please be mindful of the quiet reflective nature of the Faith Centre and keep noise levels low, especially when people are using FC space 1 or 2 for worship.  Please ensure that any rubbish is disposed of in the bins provided in the Social Space.  The University has provided a small selection of reference books for Centre users. These are designed to provide a neutral ‘entry level’ set of guides to different faiths and philosophies. You are welcome to read these whilst in the Centre but please do not remove these books from the Social Space, or add any additional books to the shelves.  Please ensure that the furniture is kept in the Social Space, unless otherwise agreed with [mfcadmin@essex.ac.uk](mailto:mfcadmin@essex.ac.uk). |
| **Male and Female Washrooms** | The washrooms will be cleaned daily by University staff at any time between 5.30am and 8.30am. This daily clean is standard for all public University toilet and wash facilities. Cleaners must be allowed daily access to clean the sinks, toilet, empty the bins, mop the floors and replenish the soap and paper towels.  If there are any spills or mess that occur during the day, please use the mop provided in the cupboard next to the shoe rack to clean up.  Please keep all shoes and flip flops in the shoe racks provided. Please do not leave shoes on the floor outside the ablution rooms. |
| **FC Space 1** | At the end of your booking, please sweep or vacuum the floor. Please mop the floor to clear up any spills. Please remove rubbish and generally leave the space in a clean tidy condition, ready for the next booking, Please leave the room set up according to the standard set-up, which can be found on the storage cupboard for your information.  This room will be cleaned once a week by University cleaners, including sweeping and vacuuming.  If any spills or mess occur in between the weekly cleans, please use the mop provided in the cupboard next to the shoe rack to clean up. The vacuum cleaner is located next to the storage cupboards in FC Space 1. Please use this to vacuum any mess that occurs during the use of the space. |
| **FC Space 2** | This room will be cleaned on Mondays between 5.30am and 8.30am by University cleaners, including sweeping and hoovering.  In preparation for this weekly clean, by the end of each Sunday, **we ask users of FC Space 2 to clear away prayer mats – smaller mats should be folded up and put in the storage units, and larger prayer mats rolled up and left stacked at the side of the room.** This will ensure that the space is clear for cleaners to enter on Monday morning and to clean the space.  If any spills or mess occur in between the weekly cleans, please use the mop provided in the cupboard next to the shoe rack to clean up. The vacuum cleaner is located next to the storage cupboards in FC Space 1. Please use this to vacuum any mess that occurs during the use of the space. |
| **Storage – FC Space 1 cupboards** | Plastic boxes have been provided to store items in the cupboard. Each chaplain and faith society has their own box; please use these to keep any items that are used on a regular basis. |
| **Leaflets, posters and promotional materials** | Leaflet racks and noticeboards are provided with a space for each group/Chaplain to include information about their meetings, services and events. We respectfully ask that users keep literature focussed on faith events and information about societies.  There is a FC Leaflet Guidance document produced, please contact [mfcadmin@essex.ac.uk](mailto:mfcadmin@essex.ac.uk) for more information. |
| **Digital projector**  **Keyboard**  **Games** | There is a digital projector available in FC Space 1. We are currently awaiting confirmation from AVS as to when this will be ready for use following the refurbishment.  There is a keyboard available in FC Space 1. The adaptor cable can be found in the box of games in the left cupboard in FC Space 1.  There are a variety of games for Centre users in the left cupboard in FC Space 1. Please help yourself to these and return them to the box once you have finished using them. |
| **Room bookings**  **External speaker information** | Please submit any booking requests for FC Spaces 1 and 2 and the Quiet Space by emailing [mfcadmin@essex.ac.uk](mailto:mfcadmin@essex.ac.uk) or filling [in this online form.](https://docs.google.com/spreadsheets/d/1hF569CFv6RmC4juL0ryE4B-ZMq4gd3almP8I9UepMgw/edit?pref=2&pli=1#gid=0)  The finished timetable of bookings will be online and next to the entrance of FC Space 1.  A Risk Assessment procedure is being discussed with Health and Safety regarding any events or bookings in the FC that do not adhere to a standard booking agreement. Centre users will be notified of this procedure in due course, but in the meantime, we ask that the Events Schedule booking form be completed for any larger scale bookings or bookings that require the use of the Centre after 10:00pm. This form can be requested by emailing [mfcadmin@essex.ac.uk](mailto:mfcadmin@essex.ac.uk)  You are required to [submit your request for an external speaker](https://essex.us6.list-manage.com/track/click?u=639556b8adb08dc0c80158c04&id=e3bb59fbd7&e=f0220488be) 15 working days before your event.  [Find out more about our external speakers booking system and our code of practice](https://essex.us6.list-manage.com/track/click?u=639556b8adb08dc0c80158c04&id=99cddae51f&e=f0220488be). |

**CLEANING ARRANGEMENTS - OVERVIEW**

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| **Room** | **University Cleaning Staff** | **Centre users** |
| **Male and Female Washrooms** | These will be cleaned and checked daily between 5.30am and 8.30am.  Paper towels and soap will be provided by the University. Supplies will be checked and replenished as necessary, and the bins will be emptied daily. | Please   * clean any spills or mess immediately using the mop and cleaning products provided in the cupboard outside the washrooms. |
| **FC Space 1** | This room will be cleaned weekly. | Please   * clean any spills or mess immediately using the vacuum cleaner next to the storage cupboard and cleaning products under the sink in the kitchen area. * For liquid spills, there is a mop available in the cupboard outside the washrooms. |
| **FC Space 2** | This room will be cleaned weekly on Mondays between 5.30am and 8.30am. | Please   * roll up all prayer mats and put away in the prayer mat storage unit or stacked at the side of the room by the end of the day on Sunday. * Those using the room over the weekend should take a prayer mat from the storage unit and replace it before they leave the room. * Use the vacuum cleaner to clear up any mess that occurs during the week – it is located next to the Storage Cupboard in FC Space 1. |
| **Social Space, Quiet Space and Offices** | These rooms will be cleaned weekly. | Please   * clean any spills or mess using the vacuum cleaner next to the storage cupboard in FC Space 1 and cleaning products under the sink in the kitchen area. * For liquid spills, there is a mop available in the cupboard outside the washrooms. |
| **Kitchen area** | This area will **not** be cleaned by University cleaning staff. | Please   * use the cleaning products under the sink to keep this area clean and tidy. * Wash up crockery, cutlery, mugs and glasses and dry using the paper towels provided, and put away in the correct cupboard. * Ensure that any spills in the fridges are cleaned immediately. |
| **Rubbish** | Bins will be emptied daily by Cleaning staff. | If your event makes more rubbish than will be contained in the bin, please put the rubbish in bin bags and contact the porters at  [ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk) and ask for the rubbish to be removed. |
| **Recycling** | Users responsibility | In accordance with the University’s recycling policy, please take recyclable items to the closest recycling bins which are to the end of the FC corridor as you turn left out of the FC entrance door |

**November 2015**