

GATE HOUSE RULES

CLEANING

Look after your room and keep it clean. Each resident is responsible for maintaining general cleanliness of their room.



Residents should clean up immediately after themselves in shared spaces, such as living room, dining room, bathroom and kitchen.



Basic cleaning supplies are provided in the Gate House to aid in sanitizing the kitchen, dining room and bathrooms.



Clean used kitchen items and surfaces immediately after use, so that they will be available for other residents. There are a limited number of dishes, utensils, cookware, and appliances in the kitchen, so remember to share.



Entrances, staircases and corridors may not be used for storage of furniture, refuse or other items. They can obstruct emergency services and fire exits routes.

LAUNDRY

The Gatehouse has housekeeping that visits to pick up bedding/towels ONLY. Please have dirty bedding/towels in a garbage bag available in front of your bedroom door during scheduled housekeeping visits, TBA. Residents are responsible for replacing the dirty bedding/towels with the cleaned items.



Residents are responsible for washing their clothing. Follow laundry care instructions for the NHCP studio washer/dryer, and do not overload it.

GARBAGE

Please remove any expired items from the refrigerator and cupboards in a timely manner. It is recommended that all goods in refrigerator and cupboards should be labeled with a permanent marker with the name of resident and date bought.

Do not put waste materials outside house doors or walkways. All waste should be placed in garbage bags and disposed of in containers dedicated to refuse or environmental facilities.



Garbage pickup is every Friday; make sure to move the garbage bin to the street side on Thursday nights and promptly replace in courtyard by Friday afternoons. Local recycling center hours are Wed 2-6pm and Sat 9am-12pm. Residents should take turns and help to remove garbage and recycling on a regular basis.

PARKING

Vehicles can be parked in the rear of the parking lot in front of the Gate House. Campers/trailers will need to be parked in a local storage area that charges a monthly fee (\$1 per foot).



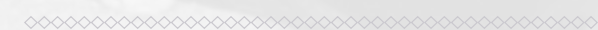
Always park/lock bicycles inside studio or in the fenced area of the Gate House.

ADDITIONAL

Always report problems or faults in your residence and common spaces directly to NHCP Program Manager. (See contact sheet.)



Animals are not permitted in the house.



No smoking in the Gate House or NHCP studio. Also, no open flame, candles or fires in fireplace.



It is recommended to bring a surge protector for your electronic devices. The electrical outlets in the Gate House are somewhat dated, so to protect your items from being damaged, you can use a surge protector or charge/use devices in the NHCP studio (which has updated outlets).



CHECKLIST FOR DAILY CLEANING

- Wipe down worktops, sinks, tables, stovetop.
- Wash your dirty dishes.
- Empty dish rack as necessary.
- Dispose rubbish in appropriate containers.
- Clean coffee maker after each use.
- Clean pans used for cooking after use

CHECKLIST FOR WEEKLY CLEANING

- Wipe down oven and microwave.
- Sweep and mop kitchen floors.
- Wipe down stains or spills inside of fridge.
- Empty sorted waste. Trash pickup is on Friday mornings, so move bins out by Thursday night and return by Friday afternoon. Recycling Center hours: Currently, Wed 2-6pm and Sat 9am-12pm.
- Scrub shared toilet, shower and sink.
- Sweep and mop bathroom floor.
- Clean bedding/towels are dropped off on Tuesdays in the laundry basket in the kitchen; dirty bedding/towels should be placed in the laundry basket on Thursdays for pick up.

CHECKLIST FOR END-OF-RESIDENCY CLEANING

- Remove fitted and flat sheet from bed. Leave bedding in center of bed.
- Remove any personal items and garbage.
- Sweep bedroom floor.
- Remove and discard any food stored in refrigerator and cupboards.
- Empty all waste from kitchen.