

Check List for Cleaning South View Cottage

Cleaned by: Owners

- Disposable gloves and apron to be worn during cleaning. Gloves changed between handling of removal of dirty items and introduction of clean items e.g. bedding, towels. Hands to be washed between change of gloves.
- If guests are due to arrive on the same day as cleaning is carried out facial mask must be worn during cleaning procedure
- If there has been a known virus outbreak at the property full PPE to be worn i.e. face mask, full disposable overalls, goggles, and gloves
- All disposable PPE items bagged and disposed of at the end of the clean
- Windows opened to air the property
- All bedding removed by guests and placed in bin liners (avoid shaking sheets)
- Pillow and mattress protectors removed by owners
- Pillows/mattress/duvets steamed

Cleaning plan	
1	Have appropriate equipment available and ready and appropriate PPE worn
2	Ventilate the property, open windows
3	Prepare areas by removing waste/dirty linen/towels/clear out fridge and any foodstuffs etc from the cupboards. Load the dishwasher.
4	Clean as per checklist with general products or hot soapy water (using separate cloths in different rooms)
5	Disinfect as per checklist (using disposable blue paper roll)
6	Steam pillows, mattresses, duvets
6	Vacuum
7	Steam carpets, floors, soft furnishings, curtains etc as per checklist
8	Make up the beds with fresh linen
9	Secure the premises, remove and bag up PPE, wash hands with soap and hot water or, if not available, use hand sanitiser.

Cleaning Check List

All surfaces to be cleaned first, then disinfected

Entrance
Key lock box cleaned and disinfected
Keys disinfected
External handles wiped and disinfected
Communal Parts
Internal doors and door furniture wiped and disinfected
Wipe down walls where visibly marked e.g. children's handprints
High level surfaces dusted
Light and power switches wiped and disinfected
Thermostats wipe and disinfect
Surfaces, including skirting boards wiped and disinfected
Bannisters wiped and disinfected
Windows steamed
Floors hoovered and steamed
Wipe down fire extinguishers
Empty Bins, wipe and disinfect

Living room
Internal doors and door furniture wiped and disinfected
High level surfaces dusted
Light and power switches wiped and disinfected
All surfaces, including windowsills, window handles, blind pulleys, skirting boards, wiped and disinfected

Electrical equipment, wifi hub and remote controls wiped down with antiviral wipe or wiped and disinfected as appropriate
Television remote control placed in a wipeable plastic zip sleeve (sleeve disinfected and changed on a rotation basis after each guest visit)
Furniture fabric covers, soft furnishings and curtains, and blind steamed
Antiviral wipes used on leather parts of the suite likely to be touched e.g. armrests
Mirror steamed
Windows and patio door steamed
Carpets hoovered and steamed
Vacuum cleaner wiped and handles disinfected at the end of the cleaning procedure
Decorative ornaments wiped and disinfected or washed in hot soapy water as appropriate
Metal parts of ironing board wiped and disinfected , material part steamed
Outside furniture cushions steamed
Mop handle and bucket, wiped and disinfected , mop head cleaned in bleach solution.
Kitchen
Internal doors and door furniture wiped and disinfected
High level surfaces dusted
Light and power switches wiped and disinfected
All surfaces and furniture, including windowsills, window handles, blind pulleys, skirting boards, wiped and disinfected
Cooker extractor fan wiped and disinfected
Coat hooks wiped and disinfected
Dustpan and brush, wiped and disinfected
Pegs and peg holder washed in hot soapy water
Blind steamed
Mirror steamed
Windows steamed

Iron / dish washer / microwave / kettle / toaster: clean and disinfect doors, handles and controls. Wash the glass plate in the microwave in hot soapy water.
Oven and hob: clean and disinfect surfaces, doors, handles and controls
Fridge: clean and disinfected inside and out, including handle
Pans, crockery, knives, scissors, utensils to be washed in the dishwasher or in hot soapy water
Cutlery holder to be washed in hot soapy water
Breadbin to be wiped and disinfected
Chopping board and utensil jar to be washed in hot soapy water and disinfected
Drawers and cupboards wiped and disinfected
Decorative ornaments wiped and disinfected or washed in hot soapy water as appropriate
Handwash and cleaning products for guest use wiped and disinfected
Floor hoovered and steamed
Bedrooms
Internal doors and door furniture wiped and disinfected
High level surfaces dusted
Light and power switches wiped and disinfected
All surfaces, and furniture, including windowsills, window handles, skirting boards, wiped and disinfected
Electrical equipment, hairdryer, and remote controls wiped down with antiviral wipes or wiped and disinfected as appropriate
Television remote controls placed in a wipeable plastic zip sleeve (sleeve disinfected and changed on a rotation basis after each guest visit)
Drawers and cupboards wiped and disinfected
Two sets of coat hangers removed and rotated each week
Emergency torches in bedrooms checked, wiped and disinfected
Soft furnishings, pillows, and curtains steamed
Mirrors steamed

Windows steamed
Headboards steamed
Coat hooks wiped and disinfected
Carpets hoovered and steamed
Decorative ornaments wiped and disinfected or washed in hot soapy water as appropriate
Bathroom
Internal door and door furniture wiped and disinfected
High level surfaces dusted
Light and power switches wiped and disinfected
Clean tiles
Clean shower / bath / sink including pedestal and splashback
Clean and disinfect shower head (follow legionnaires RA where indicated, remove limescale when needed, sterilise when needed)
Clean and disinfect taps
Clean plugholes and pour disinfectant (bleach) down
Clean and disinfect toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim
All surfaces and furniture, including windowsills, window handles, blind pulleys, skirting boards, wiped and disinfected
Blind steamed
Mirror steamed
Windows steamed
Hard flooring hoovered and steamed
Soak toilet brush in bleach and clean and disinfect the handles
Wipe and disinfect the towel rail
Decorative ornaments wiped and disinfected or washed in hot soapy water as appropriate

Outside Space
Labelled bins
Disinfect bin lids
Clean outdoor furniture and gate handles