

Check List for Cleaning Self-Catering Units

Covid – 2020 regime

Date

Property Name: No 5 The Mews, Harlyn Bay

Cleaned by

Signed

Appropriate protective clothing should be worn when cleaning, and protective clothing should be changed between properties.

Cleaning Check List

NOTE: CLEANED/WIPED MEANS – FIRST WIPE WITH HOT SOAPY WATER AND THEN DISINFECTED

OPEN ALL HOUSE WINDOWS ON CLIENT DEPARTURE

USE NEW/STERILISED CLEANING CLOTHS FOR EACH CHANGE OVER

Entrance	
Key lock box cleaned	
Keys cleaned	
External handles cleaned and disinfected	
Pole and granite surface on porch cleaned	
Front door clean front door	
Sweep porch	
GENERAL	
Internal doors and door furniture wiped and disinfected	
Wipe down walls (children's handprints)	
High level surfaces dusted	
Light and power switches wiped and disinfected	
Surfaces, including skirting boards wiped and disinfected	
Bannisters wiped and disinfected	
Lowers walls on stairs wiped	
Windows cleaned	
Windowsills and opening handles wiped and disinfected	
Floors hoovered and sprayed with virucidal disinfectant mist	
Living room	

All surfaces and furniture, including skirting boards wiped and disinfected	
Electrical equipment, wifi hub and remote controls wiped down	
Soft furnishings and curtains steamed	
Mirrors cleaned	
Carpets hoovered and sprayed with virucidal disinfectant mist	
Empty Bin and disinfect	
Change over supply of books/DVD's (store for a week)	
Garden cushions (change over and store for following week)	
Kitchen/Dining Area	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
All surfaces and furniture, including skirting boards wiped and disinfected	
Hard flooring hoovered and mopped with virucidal disinfectant	
Empty Bins and disinfect	
Washing machine / dish washer / microwave / kettle / toaster: clean and sanitise doors, handles and controls	
Oven and hob: clean and disinfected surfaces, doors, handles and controls	
Fridge: clean and disinfected inside and out, including handle	
Pans, crockery, utensils to be washed in the dishwasher (or new set installed)	
Drawers and cupboards wiped and disinfected, inside and out	
Clean and disinfect table cover and chairs	
Wipe down fire extinguisher	
Bedrooms	
Ask client to put bed linen and towels into black bin liners before departure.	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
All surfaces and furniture, including skirting boards wiped and disinfected	
Electrical equipment, including lamp shades, wiped and disinfected	
Drawers and cupboards wiped and disinfected, inside and out	
Soft furnishings and curtains steamed	

Mirrors cleaned	
Windows and windowsills cleaned	
Carpets hoovered and sprayed with virucidal disinfectant mist	
Empty Bins and disinfect	
Bathrooms/cloakroom	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches/light pulls - wiped and disinfected	
Clean tiles	
Clean shower / bath / sink including pedestals and splashbacks (swap over shower curtain and shower slip mat). En-suite frame and door cleaned.	
Remove shower head and clean	
Clean and sanitise taps	
Clean plugholes and pour disinfectant down, including en-suite shower	
Clean and sanitise toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim	
All surfaces and furniture, including skirting boards wiped and disinfected	
Electrical equipment, wifi hub and remote controls wiped down	
Mirrors cleaned	
Windows cleaned	
Hard flooring hoovered and mopped with virucidal disinfectant	
Soak toilet brushes in bleach	
Outside Space (rear patio)	
Disinfect bin lid and handle	
Clean outdoor furniture, Wipe parasol handle.	
Sweep patio and remove any dog pooh.	
COVID CONTAMINATION*	

If a client reports that a member of the group staying in the cottage has Covid symptoms, they will be asked to leave the property as soon as possible. Opening all windows prior to leaving.

DO NOT ENTER THE PROPERTY.

Call a 'fogging company' and arrange for the property to be fogged and industrially cleaned. [who could we use and how quickly could they respond]

[what do we do with clients that are due in? Is there another property that we could offer them?]

*Government have not yet decided on what the procedures should be.