

# Check List for Cleaning Hillside Cottage

**Date**

**Cleaned by**

**Signed**

Appropriate PPE (gloves, mask apron) should be worn when cleaning, and PPE should be changed between properties. Please use the additional medical grade floor cleaner and hard surface cleaner supplied (Nilaqua Floor cleaner, Nilaqua Hard surface spray) Ventilate the property for as long as possible

**Cleaning Check List**

**All surfaces are to be cleaned first, then disinfected.**

*Consideration should be taken to address the impact of children as well as adults: touching lower wall heights and parts of furniture.*

<b>Entrance</b>	
Key lock box wiped and disinfected	
Keys wiped and disinfected	
External handles wiped and disinfected	
<b>Communal Parts</b>	
Internal doors and door furniture wiped and disinfected	
Wipe down walls (children's handprints)	
High level surfaces and skirting boards dusted	
Light and power switches wiped and disinfected	
Surfaces wiped and disinfected	
Bannisters wiped and disinfected	
Windows cleaned as necessary	
Floors hoovered	
Hard floors hoovered and mopped with virucidal disinfectant	
Place new hand sanitiser gel on table in hallway	
Check smoke detectors are working	
<b>Living Spaces</b>	
Internal doors and door furniture wiped and disinfected	
High level surfaces and skirting boards dusted	
Light and power switches wiped and disinfected	
All surfaces wiped and disinfected	
Electrical equipment, including Playstation & controllers and remote controls wiped down	
Soft furnishings steamed	
Mirrors cleaned	
Windows cleaned as necessary	
Carpets hoovered	
Hard flooring hoovered and mopped with virucidal disinfectant	
Check Carbon Monoxide detector is working	
<b>Kitchen &amp; Utility</b>	
Internal doors and door furniture wiped and disinfected	
High level surfaces and skirting boards dusted	
Light and power switches wiped and disinfected	
All surfaces and furniture wiped and disinfected	
Electrical equipment wiped down and disinfected	
Soft furnishings steamed	
Windows cleaned as necessary	
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	
Crockery, cutlery and glasses to be washed in the dishwasher	
Drawers and cupboards wiped and disinfected	
Disinfect roller blind cords	
<b>Bedrooms</b>	
Internal doors and door furniture wiped and disinfected	
High level surfaces and skirting boards dusted	
Light and power switches wiped and disinfected	
All surfaces and furniture wiped and disinfected	
Electrical equipment and remote controls wiped down	
Drawers and cupboards wiped and disinfected	
Soft furnishings steamed	
Mirrors cleaned	
Windows cleaned as necessary	
Carpets hoovered	
Empty Bins and disinfect	
Rotate duvets, pillows and mattress protectors between bookings	
Disinfect roller blind cords	
Disinfect hairdryer	
<b>Bathrooms</b>	
Replace hand soaps with fresh, (place used in garage)	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
Clean and disinfect tiles	
Clean and disinfect shower / bath / sink including pedestals and splashbacks	
Remove shower head and clean	
Clean and disinfect taps	
Clean plugholes	
Clean and disinfect toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim	
All surfaces wiped and disinfected	
Mirrors cleaned	
Windows cleaned as necessary	
Hard flooring hoovered and mopped with virucidal disinfectant	
Soak toilet brushes in virucidal disinfectant or bleach	
Empty Bins and disinfect	
Replace toilet roll and discard old one	
<b>Outside Space</b>	
Disinfect bin lids	
Clean outdoor furniture and gates	
<b>Additional Items left at guests request</b>	
Clean and disinfect high chair and Travel cot	
<b>Final checks on leaving the property</b>	
Ensure all the windows are closed and locked (lever to LHS on new windows)	
Key is in key safe	
Rubbish has been collected	