



Cleaning Checklist

The following cleaning schedule and checks have been completed.

Bedroom
Door handles wiped and disinfected
High level surfaces dusted
Light, power switches and lamps wiped and disinfected
All surfaces and furniture, including skirting boards wiped and touch points disinfected
Touch points on curtains, scatter cushions and hot water bottles sprayed with disinfectant
Mirror cleaned
Windows cleaned and handles disinfected
Rug and floor hoovered and mopped, rug taken out and shaken/aired if necessary
Empty Bin and disinfect
New bed made up and clean towels (2 bath, 2 hand & one flannel)
Duvet, pillows, bed blanket and mattress protector rotated
Check if an extra bed if needed and make up, with 1 bath and 1 hand towel
Clean the bedroom sink and disinfect taps
Wipe candle holders and any other items in the bedroom
Double check touch points disinfected
Shower room
Flush toilet with lid closed before starting
Door handles wiped and disinfected
High shelf, low shelf and toilet drain cover box wiped, wipe all hangers and towel rail
Light fitting wiped and light cord disinfected
Clean shower and plughole, including walls disinfect shower buttons
Clean sink and plug hole and disinfect taps
Clean and sanitise toilet, use septic tank friendly bleach
Mirror cleaned
Hard flooring hoovered and mopped
Clean toilet brush, spray handle of toilet brush with disinfectant
Replace toilet rolls and provide a new clean bathmat, and clean plastic shower mat
Wash shower curtain as required
Double check all touch points disinfected
Kitchen
Internal doors handles wiped and disinfected
High level surfaces dusted
Light and power switches wiped and disinfected
Food preparation surfaces including cutting boards wiped and disinfected
Windows cleaned and handle disinfected
Hard flooring hoovered and mopped
Empty Bin and recycling box and disinfect and put in new bin liner
Washing machine / microwave / kettle / toaster: clean and disinfect handles and controls
Oven and hob: clean and disinfected surfaces, doors, handles and controls
Fridge freezer: clean inside and disinfected handle
Check all pots, pans, glasses, cutlery and wash any that are not clean, organize pans
Check all kitchen utensils in the kitchen and crockery in the living room cupboard are clean
All drawers and cupboards checked: cleaned and tidied inside and handles disinfected
Welcome pack in place, dog bowls in place with dog treats (if dogs are coming)
Replace tea towels and kitchen rolls, spray oven glove with disinfectant/or replace
Wipe kitchen blind, fire blanket, extinguisher, candles etc
Remove any food left in cupboards or fridge
Double check that all touch points are disinfected



Cleaning Checklist

Lounge
Door handles wiped and disinfected, door blind cleaned
High level surfaces dusted, including the chimney
Light and power switches wiped and disinfected
All surfaces and furniture, including skirting boards wiped and polished
Remote controls and radio controls disinfected
High touch points of soft furnishings (cushions and curtains) sprayed with disinfectant
Windows cleaned and handles disinfected
Floor hoovered & mopped, rug hoovered
Clean all chairs and wipe/polish sofa (hoover sofa, with cushions off)
Check all drawers and cupboards are clean and tidy, check all glasses, wipe placemats
Wipe the mirror
Wood burning stove cleaned and handle disinfected, wood and kindling replenished, fire lighters and matches/lighter available, ash bin emptied and cleaned, fill up coal scuttle, clean fire irons
Tidy up the maps and leaflets, ensure guest book, cards and notebook are out for guests
Check that all the lights and lamps work (for whole cottage)
Double check that all touch points are disinfected
General, Entrances, Exterior, Outdoor spaces
Sign the checklist on the fridge
When required, check that all the wall heaters are set on the timers and advance them when leaving if cold outside
Check all that the 2 water heaters, warm cupboard and shower are all off
External and internal electricity meters read
External door handles wiped and disinfected
Clean outdoor furniture, disinfect touch points
Check and clean Barbeque
Remove rubbish, and recycling, including empty poo bin and replace bin liner
Keys cleaned & disinfected and put into key safe – also sprayed

GUESTS: Please note that we have **NOT**:

- Rewashed all the glasses, crockery, cutlery, pots and pans if they have been left clean by previous guests
- Disinfected every item in the kitchen cupboard available for your use (salt, pepper, tomato sauce etc)
- Disinfected all the information leaflets, maps, books and games for your use

So guests please note that the usual good hand hygiene is required if used.