**Check List for Cleaning UP^**

**Date**

**Property Name**

**Cleaned by**

**Signed**

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

**Cleaning Check List**

**All surfaces are to be cleaned first, then disinfected using 70% alcohol spray**

**Note: All guests are asked to leave bedroom door and patio doors open on departure. Load dishwasher and set off. Take recycling and bin bags to main gate.**

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| **Entrance** |  |
| Keys cleaned |  |
| External handles wiped and alcohol spray |  |
|  |  |
| **Living Spaces** |  |
| 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 and TV and dvd player remote controls wiped down |  |
| Curtains steamed |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Rugs hoovered and sprayed with virucidal disinfectant mist |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Empty Bins and disinfect |  |
| Rug hoovered, taken outside aired, and misted with alcohol spray before returning. |  |
| Sofa wiped and disinfected |  |
| Clean all piano keys with alcohol spray |  |
| Cushions bagged and put into quarantine, swapped with quarantined cushions |  |
| **Kitchen – guests asked to put all items used in dishwasher and put on but not empty so we can empty safely.**  |  |
| Internal doors and door furniture wiped and disinfected |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment,  |  |
| Windows cleaned |  |
| 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 unloaded from dishwasher – handwash any items left out. |  |
| Drawers and cupboards wiped and disinfected |  |
| Floor hoovered and mopped with virucidal disinfectant |  |
| Clean and disinfect chairs |  |
|  |  |
| **Bedrooms – Guests to have stripped beds including mattress and pillow protectors and bagged.**  |  |
| 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 |  |
| Clothing rail wiped and disinfected |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Soft furnishings and curtains steamed |  |
| Windows cleaned |  |
| Clean shower and remove shower head and clean |  |
| Place cushions and pillows in quarantine and replace with quarantined ones |  |
| **Bathrooms** |  |
| Internal doors and door furniture wiped and disinfected |  |
| High level surfaces dusted |  |
| Light switches wiped and disinfected |  |
| Clean tiles |  |
| Clean bath / sink including pedestals and splashbacks |  |
| Clean and sanitise taps |  |
| Clean plugholes and pour disinfectant down |  |
| 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 |  |
| Soft furnishings and curtains steamed |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Carpets hoovered and sprayed with virucidal disinfectant mist |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Soak toilet brushes in bleach |  |
|  |  |
| **Outside Space – guests asked to take sort and take recycling and black bags down to main bins at gate.**  |  |
| Ensure recycling bins are labelled (separate bin for used cloths and protective clothing) |  |
| Clean outdoor furniture and gate handles |  |
| Spray outdoor cushion with alcohol spray |  |
| Outdoor bath cleaned and sprayed with alcohol spray – including taps and plug |  |
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