

Check List for Cleaning Self-Catering Units

Date:

Property Name: Pilrig House Apartments: Garden Apartment

Cleaned by:

Signed:

Appropriate PPE (gloves, mask apron) should be worn when cleaning, and PPE always changed between properties. Eye protection worn when fogging.

Cleaning Check List

ON ARRIVAL - wash hands (sanitiser provided), put on protective clothing – disposable gloves, mask and apron. Remove outside shoes and put on disposable slippers provided.

- 1. Open all windows after guests leave to ventilate the apartment – to minimise risk of airborne virus (and open all doors, too)**
- 2. Remove any waste left behind (despite request to do so by guest in Departure checklist provided).**
- 3. Remove bags with bedlinen and towels. (If any bedlinen/towels not in bags, as requested, place inside and do not shake when removing from bed or before placing inside bag.) Wash at 60 degrees min.**
- 4. Remove mattress/pillow protectors, soft furnishings (cushion covers, throws) for rotation.**
- 5. Change gloves and disinfect hands before cleaning commences.**
- 6. Crockery, glassware, cutlery into dishwasher at 55 wash cycle or wash with hot soapy water.**
- 7. Cleaning by room All surfaces will be ‘fogged’ - then leave apartment for 40 mins before re-entering.**

OR disinfected with commercial grade (to EN14765 standard) disinfectant. Leave for several minutes before wiping down with clean cloth.

(ORDER OF CLEANING): work way back from kitchen, then living-room, bathroom bedroom, hall – so NO re-entnering of any room once cleaned and disinfected.

Pay particular attention to disinfecting kitchen, door handles to all rooms, all light switches, taps, remote controls, front door.

All surfaces are to be cleaned first, then disinfected (with Dew disinfectant) (fogging machine used before and after cleaning. Eye protection, as well as full PPE, used when spraying (environmentally safe) disinfectant

Communal Entrance to Pilrig House	
Bannisters leading down steps to back entrance wiped and disinfected	
Back door to Pilrig House wiped down and disinfected	
Keys cleaned	
External handles wiped and disinfected	
Garden Apartment	

All apartment internal doors and door knobs wiped and disinfected All window ledges wiped down and disinfected All internal windows cleaned with glass cleaner & disinfected	
Hall	
Cabinets wiped down with disinfectant & coat hooks wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped & disinfected	
Surfaces, including wooden floors, skirting boards dusted, wiped & disinfected	
Picture frames dusted & glass cleaned and disinfected	
Wi-Fi hub & Telephone wiped and disinfected	
Floors hoovered & wiped down with antibacterial wipes	
Boot Tray wiped clean & disinfected	
Living-Room	
Internal doors and door furniture wiped and disinfected Window seat hoovered (fogged)	
High level surfaces dusted, including picture frames and picture glass (disinfected)	
Light & power switches wiped and disinfected	
All surfaces & furniture, including dining-table and chairs, small table, skirting boards, dusted, wiped and disinfected	
TV screen, Welcome Tablet, Fire, TV & Netflix remote controls (and plastic guides) wiped down with disinfectant	
Soft furnishings (fogged)	
Mirrors cleaned	
Windows cleaned	
Rug hoovered and fogged	
Hard flooring hoovered and mopped with virucidal disinfectant, including below sofa & behind all furniture	
Low level lamp bases wiped down and disinfected Flame-Effect fire wiped down and disinfected French shutters wiped down and disinfected	
Kitchen	
Internal doors & door furniture, fan wiped and disinfected	
High level surfaces dusted wiped and disinfected	
Light & power switches wiped and disinfected	
All surfaces & furniture, including skirting boards, wiped and disinfected	
Electrical equipment, wiped down (fogged), including Neaspresso Machine	
Fire Extinguisher on wall with blanket container wiped down and disinfected	
Rug hoovered and fogged	
Windows cleaned (blinds fogged)	
Hard flooring hoovered and mopped with virucidal disinfectant	
Empty triple-recycling bins and disinfect, lined with fresh bin liners (food – biodegradable bin liner)	
Washing machine/dish washer/microwave/kettle (empty water)/toaster (empty crumb tray): clean & sanitise doors, handles & controls (as wells as cleaning trays, inside drum glass & inside rubber rim of washing m/c)	
Oven and hob: clean and disinfect surfaces, doors, handles and controls & inside oven, oven glass	
Fridge: clean and disinfect inside & out, including handle	
Pans, crockery, utensils, all cutlery to be washed in the dishwasher	
Drawers and cupboards wipe down and disinfected – externally & inside	
Floor hoovered and mopped with virucidal disinfectant	
Clean glass on pictures/top of picture frames and disinfect	
Sink and taps – cleaned and disinfected, disinfectant down plug hole	

Items left for guests in cupboard below sink – all wiped and disinfected Wall-mounted hoover – wiped down and disinfected	
Bedroom	
Internal doors and door furniture wiped and disinfected Wall-mounted storage heater wiped down and disinfected Bedside lamp bases wiped and disinfected (lampshades fogged) Standard Lamp – base wiped down and disinfected Strip bed and make: rotate pillows, bedding, throws, cushions on bed/seat	
High level surfaces, including top of wardrobe and picture frames dusted & wiped down	
Light and power switches wiped and disinfected	
All surfaces and furniture, including skirting boards wiped & disinfected	
Hairdryer and multi-plug adapter wiped and disinfected	
Wardrobe, bedside cabinets & dressing-table wiped & disinfected, bed headboard fogged	
French shutters wiped down and disinfected	
Mirrors & Window cleaned	
Behind bed and beside cabinets hoovered	
Hard floors hoovered and fogged	
Empty Bin & disinfect	
Bathroom	
Internal doors & door furniture, fan wiped & disinfected	
All tiled walls – cleaned & disinfected	
Light and power switch wiped & disinfect	
Clean heated towel rail	
Clean shower tray, glass cabinet screen & disinfect	
Remove shower head and clean, and shower waste cover – and disinfect	
Clean & sanitise taps	
Clean plugholes & pour disinfectant down	
Clean (pour bleach down loo) & sanitise toilet and 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	
Mirror above sink – clean and disinfect	
Shelves below sink – clean and disinfect	
Clean sink and taps - disinfect	
Windows cleaned	
Throw out used toilet brush (external landfill bin)	
Hard flooring hoovered and mopped with virucidal disinfectant	
Replace Toiletries (all full), toilet roll and towels, fresh loo brush	
Outside Space	
Disinfect outside door knob on rear door to Pilrig House – several times per day	
Disinfect bin lids	
Clean/Disinfect garden seating	
Mailboxes disinfected daily	