

Check List for Cleaning Self-Catering Units

Date

Property Name **Hedgehope Cottage, Alnwick**

Cleaned by.....

Signed

Appropriate protective clothing should be worn when cleaning, and protective clothing should be quarantined between changeovers.

Cleaning Check List

All surfaces are to be cleaned first, then disinfected

Entrance external	
Key lock box for house cleaned and disinfected	
Keys cleaned	
External handles front door wiped and disinfected	
Handle on bin store wiped and disinfected	
Keys and Keybox for laundry collection cleaned and disinfected.	
Entrance internal (lobby)	
External and internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
Surfaces, including skirting boards wiped and disinfected	
Floors hoovered and sprayed with virucidal disinfectant mist / steam mopped	
Living Room	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
All hard surfaces and furniture, including skirting boards wiped and disinfected	
Bannister wiped and disinfected	
Electrical equipment, wifi hub and remote controls wiped down	
Soft furnishings and curtains steamed where possible (drying time permitting)	

Pictures cleaned	
Windows cleaned	
Carpets hoovered and sprayed with virucidal disinfectant mist / steam cleaned where possible	
Hard flooring hoovered and mopped with virucidal disinfectant / steam cleaned	
Empty Bins and disinfect	
Kitchen	
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	
Soft furnishings steamed where possible (drying time permitting)	
Windows cleaned	
Hard flooring hoovered and mopped with virucidal disinfectant / steam cleaned	
Empty Bins and disinfect	
Washing machine / microwave / kettle / toaster: clean and sanitise doors, handles and controls	
Oven and hob: clean and disinfected surfaces, doors, handles and controls	
Fridge/freezer: clean and disinfected inside and out, including handle	
Pans, crockery, utensils to be washed	
Drawers and cupboards wiped and disinfected	
Bedrooms	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
All hard surfaces and furniture, including skirting boards wiped and disinfected	
Electrical equipment, including lamps and hairdryer wiped and disinfected	
Drawers and cupboards wiped and disinfected	
Uplift all duvet(s), pillows, pillow protectors and mattress protector(s) for quarantine.	
Mirrors cleaned	
Windows cleaned	

Carpets hoovered and sprayed with virucidal disinfectant mist	
Empty Bins and disinfect with spray	
Bathroom	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted	
Light and power switches wiped and disinfected	
Clean tiles	
Clean shower / bath / sink including pedestals and splashbacks	
Remove shower head and clean	
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	
Shower curtain replaced with clean one	
Mirrors cleaned	
Hard flooring hoovered and mopped with virucidal disinfectant	
Soak toilet brushes in bleach	
Outside Space (front)	
Ensure bins are labelled	
Disinfect bin lids	
Outside space (rear)	
Wipe and sanitise table and chairs	
Wipe and sanitise hand rails	