



COVID cleaning protocols and checklist

Remove out-door shoes, or wear overshoes or sharkies.

Appropriate protective clothing (apron or tabard, face mask, gloves) should be worn when cleaning. Follow the colour code and change gloves and cloths regularly during cleaning to reduce cross contamination.

	Friday	Saturday/Sunday	Monday
Date			
Team Member(s)			
Signed			

Friday / Saturday – Deposit Checks

Window handles disinfected, windows opened	
Turn heating down	
Store linen returned from laundry	
Deposit checks	
Remove bagged laundry	
Clean and disinfect kitchen worktop,	
Turn over dishwasher, store clean crockery, cutlery and cookware on disinfected worktop	
Crates packed with DVDs	
Disinfect TV Remote and Info Tablet and store in crate.	
Check bins in bedrooms, living room, bathroom, family room, kitchen and porch	
Check recycling and bins at the gate	

Saturday / Sunday – Cleaning and Disinfecting

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.

Kitchen – Yellow gloves and cloths	
Pans, crockery, utensils to be washed in the dishwasher	
Window checked and handles disinfected	
Window sill wiped and disinfected	
Curtains sprayed with virucidal disinfectant mist	
First Aid kit wiped and disinfected	
Shelves cleaned and disinfected	
Fire extinguisher wiped and disinfected	
Radio wiped and disinfected	
Washing machine / kettle: clean and disinfect doors, handles and controls	

Microwave: clean and disinfect inside and out	
Toaster: dislodge crumbs, lean and disinfect handles and cotnrols	
Oven and hob: clean and disinfected surfaces, doors, handles and controls	
Fridge: clean and disinfected inside and out, including handle	
Sink, including taps, wiped and disinfected	
Counter tops wiped and disinfected	
Drawers and cupboards wiped and disinfected	
Light and power switches wiped and disinfected	
All surfaces including skirting boards wiped and disinfected	
Bin – disinfect and add bin liner	
Empty dishwasher and store clean crockery and cutlery	
Dishwasher: clean and disinfect doors, handles and controls	
Hard flooring hoovered and mopped with virucidal disinfectant	
Clean tea towels and hand towel provided	

Family Room – Green gloves and cloths	
Window checked and handles disinfected	
Window sill wiped and disinfected	
High level surfaces dusted (pictures)	
Mirror cleaned	
Shelves wiped and disinfected	
Back of books wiped and disinfected (Note we do NOT wipe and disinfect individual books)	
Side board, dining table, occasional table, chairs wiped and disinfected	
Table mats and coasters washed in dishwasher	
Skirting boards wiped and disinfected	
Hard flooring hoovered and mopped with virucidal disinfectant	
Bin – disinfect and add binliner	
Dog plug in – wiped and disinfected	
Dog water bowl – washed	
Light and power switches wiped and disinfected	
Door and door furniture wiped and disinfected (both sides)	

Bedrooms – Blue gloves and cloths	Dble	Twin	Bunk
Windows checked and handles disinfected			
Window sills wiped and disinfected			
Blind cords wiped and disinfected			
Curtains sprayed with virucidal disinfectant mist			
High level surfaces dusted (pictures, top bunk)			
Mirrors cleaned			
Clothes hangers wiped and disinfected			
Cupboard doors and door furniture wiped and disinfected			
Bedside tables and chest of drawers wiped and disinfected			
Lamps and lamp switches wiped and disinfected			
Beds made up with mattress and pillow protectors, bed linen			
Towels provided			
Carpets hoovered and sprayed with virucidal disinfectant mist			
Disinfect bins and provide bin liner			

Skirting boards wiped and disinfected			
Light and power switches wiped and disinfected			
Door and door furniture wiped and disinfected (both sides)			

Bathroom – Red gloves and cloths	
Window checked and handles disinfected	
Window sill wiped and disinfected	
Blind cord wiped and disinfected	
High level surfaces dusted (pictures)	
Mirror cleaned	
Light and power switches wiped and disinfected	
All including skirting boards wiped and disinfected	
Internal doors and door furniture wiped and disinfected	
Clean tiles	
Clean shower / bath / sink including pedestals and splashbacks	
Remove shower head and clean	
Clean and disinfect 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	
Hard flooring hoovered and mopped with virucidal disinfectant	
Provide new Binny	

Living Room- Green gloves and cloths	
Window checked and handles disinfected	
Window sill wiped and disinfected	
Blind cord wiped and disinfected	
High level surfaces dusted (pictures)	
Mirror cleaned	
Shelves wiped and disinfected	
Coffee table, and occasional tables wiped and disinfected	
Lamps wiped and disinfected	
Kist wiped and disinfected	
TV, DVD player, Chromecast wiped and disinfected	
TV Remote unpacked, wiped and disinfected	
Soft furnishings and curtains vacuumed and sprayed with virucidal disinfectant mist	
Bin – disinfect and add binliner	
Carpets hoovered and sprayed with virucidal disinfectant mist	
Skirting boards wiped and disinfected	
Light and power switches wiped and disinfected	
Door and door furniture wiped and disinfected (both sides)	

Hall and corridor - Green gloves and cloths	
Internal doors, cupboard doors and door furniture wiped and disinfected	
Wipe down walls (children's handprints)	
High level surfaces dusted (pictures)	
Light and power switches wiped and disinfected	
Surfaces, including skirting boards wiped and disinfected	
Floors hoovered and sprayed with virucidal disinfectant mist	
Cleaning equipment (vacuum, mop, bucket) wiped and disinfected	

Entrance and Porch - Green gloves and cloths	
Windows checked and handles disinfected	
Window sills wiped and disinfected	
Blind cords wiped and disinfected	
Coat hooks wiped and disinfected	
Sanitiser dispenser checked, refilled if necessary, wiped and disinfected	
White door handle and lock wiped and disinfected	
Keys wiped and disinfected	
Key lock box wiped and disinfected	
Lid of poo bucket wiped and disinfected	
Handles and bolts on green doors wiped and disinfected	

Monday – Prepare for guests

Close windows	
Turn up heating	
Living Room	
Provide crate of DVDs (from guests staying two weeks ago)	
Provide TV and DVD remote	
Family Room	
Prepare "shop"	
Provide newspaper and flowers	
Provide cleaning checklist, and paper info for guest	
Provide Info Tablet	
Provide doggy treats, plug in and water bowl if needed	
Kitchen	
Milk into fridge	
Provide welcome pack	

Monthly clean

Windows cleaned in all rooms

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