



### Cleaning Check List - Cottage

**Date:**

**Cleaned by:**

Please ensure you are wearing the PPE (personal protective equipment) you have been provided with.

Please ensure new gloves are worn between cleaning the bathroom/toilets and other areas of the cottage

#### Previous guest information to be considered for this clean

No of beds used?		
	<b>Yes</b>	<b>No</b>
Is this a same day departure clean?		
Did the guest use any additional equipment		
Have any cleaning or maintenance defects been reported that require action? Detail as required.		
Has the guest reported any COVID-19 symptoms?		

#### Next guest information

	Bedrm 1 (Lift)	Bedrm 2	Bedrm 3 (back)
No of beds required?			
No of bedspreads required?			
No of towel sets required ( will include spares)			
Equipment required by next guest			

Information to report i.e. cleaning chemicals getting low on

I \_\_\_\_\_ confirm that I have cleaned the cottage

as per the checklist provided. Signed: \_\_\_\_\_

I \_\_\_\_\_ confirm that I have cleaned the cottage

as per the checklist provided. Signed: \_\_\_\_\_

**Cleaning Check List – Person 1**

**Before entering make sure you are wearing the correct PPE.**

**Building to be fully aired for min 15 minutes before starting work.**

**The basic principle of the clean is to clean from left to right in each room. Then disinfect from left to right with a focus on high frequency touch areas.**

Collect door stops from office	
Bring out of cottage any equipment such as hoists etc to the covered way.	
Opens all windows in cottage, prop open all doors and leave building to air.	
Prepare mop buckets with hot water & disinfectant - Aggressor heavy duty cleaner	
<b>Outdoor space</b>	
Clean outdoor furniture in covered way	
Clean window sill & telephone box	
Clean telephone with anti-bac wipes	
Sanitises key boxes with anti-bac wipes	
Clean black shelves with drafts	
Clean smoking bench and ash tray	
Clean and sanitise equipment such as hoists etc. If needed for next guest leave in covered way. If not required for next guest return to store in centre.	
Hoover mat at entrance to centre	
Sweep covered way	
Mop covered way (if required)	
Disinfect high frequency touch areas with Biocidal	
<b>Re-enter cottage with bathroom trolley</b>	
<b>Clean downstairs bathroom – left to right</b>	
Flush toilet, put toilet gel in toilet bowl and leave to work	
Empty bins and remove hand wash & mop and bucket to trolley for quarantining	
Clean internal doors, door furniture and handles with Flash sanitiser on both sides	
Clean light pull cord and emergency pull cord	
Clean walls by side of toilet	
Clean toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim and outside.	
Clean outside of toilet with Flash sanitiser	
Remove toilet brush to your trolley for quarantining	

Clean bin inside and out	
Clean grab rails & wall behind	
Clean door to under stairs cupboard and outside cover electric box inside cupboard	
Wipe Hoover and any items stored in cupboard	
Wipe down paper towel holder and wall around	
Wipe bin inside and out	
Clean tiles, taps, overflow, sink & pedestal	
Clean & buff mirror	
Clean window, window handles & sill	
Clean remaining wall and radiator cover	
Replace toilet roll, bin bags, hand soap, toilet brush, mop & bucket & re-fill paper towels as required	
Disinfect with Biocidal all high frequency touch areas i.e. door handles, toilet seat and handle, light pulls, taps, bin lids, window handles & paper towel holder Remember to buff chrome finished items such as taps etc	
Mop floor with Aggressor heavy duty floor cleaner	
<b>Clean upstairs bathroom – left to right</b>	
Flush toilet, put toilet gel in toilet bowl and leave to work	
Empty bins and remove hand sanitiser to trolley for quarantining	
Remove shower curtain to trolley	
Clean internal doors, door furniture and handles with Flash sanitiser on both sides	
Clean light pull cord	
Clean wall & paper towel holder	
Clean both bins inside and out	
Clean, sink, plughole, taps and over flow	
Clean grab rails	
Clean & buff mirror	
Clean grab rails	
Clean toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim and outside.	
Clean outside of toilet with Flash sanitiser & surrounding walls	
Remove toilet brush to trolley for quarantining	
Clean heated towel rail & surrounding wall	
Clean window, window handles & sill cleaned	
Clean changing table and surrounding wall	
Clean shower	
Clean grab rail and wall surrounding	
Replace toilet roll, bin bags, hand soap, toilet brush, shower curtain & re-fill paper towels as required	

Disinfect with Biocidal all high frequency touch areas i.e. door handles, toilet seat and handle, light pulls, taps, bin lids, heated rail, changing table, window handles shower controls & paper towel holder Remember to buff chrome finished items such as taps & shower etc	
Mop floor with Aggressor heavy duty floor cleaner	
<b>Lounge, front entrance and hall way – left to right starting from hall door to living room</b>	
High level dust including ceiling and wall lights in all areas	
Starting by lounge light switch – Clean wall, skirting and light switch – check lights work	
Internal doors, frame and furniture on both sides cleaned	
Clean wall	
Clean window, window handle and frame in entrance lobby	
Clean sanitising unit and check if need re-filling. Action as required	
External door, door handle and door furniture wiped on both sides	
Alarm panel & wall & skirting	
Chairs wiped down	
Lamp cleaned and check it works	
Clean window, window handles and sills	
Clean radiator cover and surrounding wall	
Clean nest of tables	
TV, TV remotes & DVD player wipe with anti bac wipes	
Clean TV unit outside and inside drawers	
Wipe chairs	
Clean lift inside and out	
Clean wall and skirting by lift	
Clean lift controls with anti bac wipe	
Internal doors, frame and furniture on both sides cleaned	
Clean stairs banister, walls and skirting	
Clean radiator cover at bottom of stairs, fire ext. and surrounding wall	
External doors to back of cottage, frame and furniture on both sides cleaned	
Clean wall and skirting boards	
Coat hooks	
Clean sanitising unit and check if need re-filling. Action as required	
Carpets hoovered in all areas including stairs	
Disinfect with Biocidal all high frequency touch areas i.e. door handles, light switches, window handles, chair arms, drawer handles, table, curtains	
<b>Close down</b>	
Empty rubbish from all trollies used and dispose of in bin in car park	

Remove all cloths and store in bowl in laundry room	
Clean and sanitise all trollies including wheels & bottles & caddies with anti bac spray. Re-stock ready for next shift.	
Put any toilet brushes to soak in bleach in laundry room. Leave bottle next to container so everyone knows its bleach.	
Sanitise Hoover head and base with anti-back wipe	
<b>Preparation for next shift</b>	
Do we need to make any guest packs?	
Do we need to make any bedding packs?	
Do we need to make any welcome packs	

Please ensure you have washed your hands for a minimum of 2 minutes  
 Dirty uniform to be placed in linen bags in the laundry room

### **Cleaning Check List – Person 2**

**Before entering make sure you are wearing the correct PPE**  
**Building to be fully aired for min 15 minutes before starting work.**  
**The basic principle of the clean is to clean from left to right in each room. Then disinfect from left to right with a focus on high frequency touch areas.**

Brings down to covered way all 3 trollies including <ul style="list-style-type: none"> <li>• clean bedding &amp; linen to include valances.</li> <li>• New crockery &amp; cutlery</li> <li>• New coat hangers</li> <li>• New toilet brushes</li> <li>• Guest welcome packs</li> <li>• Hoovers</li> <li>• New first aid kit</li> <li>• Paperwork to be left for next guest</li> </ul>	
Move linen trollies from covered way to upstairs office to quarantine. On way put towels in machine to wash at 60 degrees	

Bring down dirty washing that has been in quarantine and put on a load in the washer	
<b>Outdoor space</b>	
Clean and disinfect bin lids and high frequency touch areas	
Clean Barbeque if used	
Sanitise main gate, pedestrian gate & gate to field	
<b>Kitchen</b>	
Transfer all crockery, cutlery, chopping boards and knife rack to centre kitchen and put a load in dishwasher.	
Pans to be put through cottage dishwasher (trial this)	
<b>Bedroom 3 (Back) – Left to right</b>	
Empty rubbish bin	
Remove coat hangers & remove valance to trolley for quarantining	
High level dust	
Internal doors, frame and furniture on both sides cleaned	
Clean light switches, check they work and clean surrounding wall & skirting	
Wipe bin inside and out	
Clean wardrobe inside and out	
Clean drawers inside and out and surrounding wall and skirting	
Wipe bed frame and mattress protector with anti-bac	
Clean lamps including switch – check it works	
Wipe bedside table inside and out	
Wipe wall by bed	
Clean window, window handles, sills and wall surrounding the window	
Wipe radiator cover	
Wipe bedside table inside and out	
Wipe light switch, check it works and clean surrounding wall & skirting	
Wipe down bed frame and mattress protector using anti-bac	
Wipe wall by bed	
<b>Leave room on to landing</b>	
Wipe window, window handles & sills.	
Wipe fire extinguisher	
Wipe all wall and skirting boards	
<b>Enter bedroom 2 (front without lift) – cleaning left to right</b>	
Empty rubbish bin	
Remove coat hangers & remove valance to trolley for quarantining	
High level dust	
Internal doors, frame and furniture on both sides cleaned	
Clean drawers inside and out and surrounding wall and skirting	

Clean wardrobe inside and out	
Wipe bin inside and out	
Wipe wall and skirting	
Wipe bed frame and mattress protector with anti-bac	
Clean lamps including switch – check it works	
Wipe bedside table inside and out	
Wipe wall by bed	
Wipe bed frame and mattress protector with anti-bac	
Window, window handles, sills and wall surrounding the window	
Radiator cover	
Light switch wiped and surrounding wall & skirting	
Clean chair	
<b>Leave room on to landing</b>	
Clean mirror	
Wipe wall and skirting	
<b>Enter room 1 (with lift) cleaning left to right</b>	
Empty rubbish bin	
Remove coat hangers & remove valance to trolley for quarantining	
High level dust	
Internal doors, frame and furniture on both sides cleaned	
Clean wardrobe inside and out	
Wipe bed frame and mattress protector with anti-bac	
Wipe bedside table inside and out	
Clean lamps including switch – check it works	
Wipe wall and skirting	
Radiator cover	
Window, window handles, sills and wall surrounding the window	
Wipe bedside table inside and out	
Clean lamps including switch – check it works	
Wipe bed frame and mattress protector with anti-bac incl. controls on profiling bed	
Clean drawers inside and out and surrounding wall and skirting	
Wipe wall by bed	
Clean mirror	
Wipe wall and bed	
Clean chair	
Wipe bin inside and out	
Clean lift controls with anti bac wipe	
<b>Leave bedroom on to landing</b>	
Wipe banister	
Wipe door to guest cupboard inside and out	
Wipe anything inside the cupboard that requires cleaning	
Wipe wall, picture, lights and skirting on the landing	

<b>Return to bedroom</b>	
Make up beds as required	
Hoover throughout	
Disinfect with Biocidal all high touch areas throughout the bedrooms x 3, landing and guest cupboard. Spray curtains and carpets.	
Put out correct number of guest towels. 1x hand, 1 x bath, 1 x bath mat	
<b>Check washing machine &amp; action as required</b>	
<b>Swap your trolley</b>	
<b>Kitchen – left to right</b>	
Remove rubbish	
High level surfaces dusted	
Internal doors, door frame and door furniture wiped	
Clean wall behind door	
Clean dust pan & brush	
Fridge freezer: clean inside and out, including handle	
Washing machine: clean inside, doors, handles and controls.	
Tumble Dryer: clean inside, doors, handles and controls.	
Dish washer: clean doors, handles and controls. Check salt and rinse aid	
Wipe high and low cupboards & drawers inside and out	
Clean bins inside and out. Wipe walls and skirting behind	
Kettle: empty and wipe outside	
Toaster: clean and sanitise. Empty crumb trays.	
Window, window handles, sill	
Clean hob and extract	
Clean wall under hob	
Cooker inside and out	
Drawers under cooker	
Microwave: clean and sanitise doors, handles and controls.	
Clean notice board and signs	
Window, window handles, sills	
Wall & Radiator	
Light and power switches wiped	
Table & all chairs to be cleaned	
Empty pans from dishwasher and put away	
Put away new cutlery and crockery sets	
Put out paperwork for next guest	
Disinfect with Biocidal all high touch areas throughout the kitchen. Spray curtains.	
Mop floor	



<b>Finish washing and ironing as required</b>	
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Please ensure you have washed your hands for a minimum of 2 minutes  
Dirty uniform to be placed in linen bags in the laundry room.