



## Check List for Cleaning Self-Catering Units

**Date**

**Property Name**

**Cleaned by**

**Signed**

Appropriate PPE (gloves, tabard) should be worn when cleaning and changed between properties.

### Cleaning Check List

**All surfaces are to be cleaned first; then disinfect main touchable surfaces (e.g. door handles, banisters, light switches, all bathroom and kitchen surfaces), also those in reach of children.**

<b>Entrance</b>	
Key lock box cleaned	
Keys cleaned	
External handles wiped and disinfected	
<b>Communal Parts</b>	
Internal doors and door furniture wiped and disinfected	
Wipe down walls (children's handprints)	
High level surfaces dusted	
Light and power switches wiped and disinfected	
Surfaces, including skirting boards wiped	
Bannisters wiped and disinfected	
Windows cleaned	
Floors hoovered, washed/cleaned and sprayed with virucidal disinfectant mist	
Wipe down fire extinguishers	
<b>Living Spaces</b>	
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	
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, washed/polished and mopped with virucidal disinfectant	
Bins emptied and disinfected	
<b>Kitchen</b>	
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	
Electrical equipment, wifi hub and remote controls wiped	
Soft furnishings and curtains steamed	

*Our house, your home...*



Mirrors cleaned	
Windows cleaned	
Hard flooring hoovered and mopped with virucidal disinfectant	
Bins emptied and disinfected	
Washing machine / dish washer / microwave / kettle / toaster: clean and sanitise doors, handles and controls	
Oven and hob: clean and disinfect surfaces, doors, handles and controls	
Fridge: clean and disinfect inside and out, including handle	
Pans, crockery, utensils to be washed in the dishwasher	
Drawers and cupboards wiped and handles disinfected	
Floor hoovered and mopped with virucidal disinfectant	
Clean and disinfect high chair	
<b>Bedrooms</b>	
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	
Electrical equipment, wifi hub and remote controls wiped	
Drawers and cupboards wiped, handles disinfected	
Soft furnishings and curtains steamed	
Mirrors cleaned	
Windows cleaned	
Carpets hoovered and sprayed with virucidal disinfectant mist	
Bins emptied and disinfected	
<b>Bathrooms</b>	
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	
Electrical equipment, wifi hub and remote controls wiped	
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	
<b>Outside Space</b>	
Ensure bins are labelled (separate bin for used cloths and PPE equipment)	
Disinfect bin lids	
Clean outdoor furniture and gates	
Clean any outdoor play equipment	
Clean Barbeques	

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