

Check List for Cleaning Self-Catering Units

Date:

Property Name: The Hayloft

Cleaned by: Nick and Julie Baker

Signed:

Appropriate protective clothing should be worn when cleaning, and protective clothing should be changed between properties.

Cleaning Check List

All surfaces are to be cleaned first, then disinfected-where disinfectant is mentioned, this will be with virucidal disinfectant.

Previous guests left more than 72 hours ago

Entrance	
Key lock box cleaned	
Keys cleaned	
External handles cleaned and disinfected	
Stairs and Hallway	
Internal doors and door furniture cleaned and disinfected	
High level surfaces dusted	
Light and power switches cleaned and disinfected	
Bannisters cleaned and disinfected	
Door mat hoovered and cleaned with disinfectant mist	
Carpet hoovered and steamed or sprayed with disinfectant mist	
Living Spaces	
Internal doors and door furniture cleaned and disinfected	
High level surfaces dusted	
Light and power switches cleaned and disinfected	
All surfaces and furniture cleaned and disinfected	
Electrical equipment, remote controls cleaned down. Remote controls placed in clear plastic bag	
Soft furnishings and curtains steamed or sprayed with disinfectant mist	
Windows cleaned	
Rug hoovered and steamed or sprayed with disinfectant mist	
Hard flooring hoovered and cleaned with disinfectant	
Kitchen area	
Cabinet doors and door furniture cleaned and disinfected	
High level surfaces dusted	
Light and power switches cleaned and disinfected	

All surfaces, including tiles, cleaned and disinfected	
Hard flooring hoovered and cleaned with disinfectant	
Bin emptied and disinfected	
Washing machine / microwave / kettle / toaster: doors, handles and controls cleaned and disinfected	
Oven and hob: surfaces, doors, handles and controls cleaned and disinfected	
Fridge and Freezer (in cupboard): cleaned inside and exterior disinfected, including handle	
Pans, crockery, utensils washed in host's dishwasher	
Inside of drawers and cupboards cleaned and disinfected	
High chair and cot (if required by guest) cleaned and disinfected	
Bedroom	
Internal doors and door furniture cleaned and disinfected	
High level surfaces dusted	
Light and power switches cleaned and disinfected	
All surfaces and furniture cleaned and disinfected	
Electrical equipment, wifi hub, hair dryer, lamps and extension leads cleaned and disinfected	
Drawers and cupboards cleaned and disinfected	
Mattress and curtains steamed or sprayed with disinfectant	
Mirrors cleaned	
Window cleaned	
Floor hoovered and sprayed with virucidal disinfectant mist	
Bin emptied and disinfected	
Bathroom	
Internal doors and door furniture cleaned and disinfected	
High level surfaces dusted	
Light and power switches cleaned and disinfected	
Shower / bath / sink including pedestals and splash backs, tiles and taps cleaned and disinfected	
Bleach poured down plugholes	
Toilet bowl cleaned using a toilet brush to agitate the cleaning process, including under the toilet rim	
All surfaces and furniture cleaned and disinfected	
Shower curtain changed and cleaned in between guests	
Mirror cleaned	
Flooring hoovered and cleaned with virucidal disinfectant	
Toilet brush soaked in bleach	
Outside Space	
Disinfect bin lids	