



## Cleaning Checklist – Martinhoe Cleave Cottages

Appropriate protective clothing (apron, mask and gloves) to be worn and changed between cottages in order to reduce cross contamination. Separate internal and external shoes to be worn and disinfected regularly

Reference to the term “sanitise” means the use of dilute bleach solution. Reference to the term “disinfect” means the use of virucidal disinfectant. Both kill and limit the virus.

<b>Entrance</b>	
Clean and sanitise key lock box	
Sanitise keys	
Sanitise door handles and touch points	
<b>Bathroom</b>	
Remove dirty linens and towels in bags	
Empty bin and sanitise	
Clean and disinfect shower board and screen. Sanitise and disinfect shower head, hose and water feed, controls and soap dish. Clean and disinfect shower tray and drain	
Clean and sanitise bath, taps, plug and waste. Wipe down tiles and bath panels	
Clean and sanitise toilet cistern, disinfect flush handle. Sanitise toilet bowl including under rim. Disinfect toilet brush handle and holder. Leave toilet and brush to soak. Wipe down tiles	
Clean bathroom shelving unit. Sanitise handles	
Clean and sanitise basin, taps, plug and waste, pedestal. Wipe down tiles	
Clean mirror	
Window frame and ledge cleaned and handles sanitised	
Sanitise stool	
Vacuum skirting and floor. Mop clean	
Sanitise light and power switches	
Sanitise door furniture	
New towels	
Spray virucidal disinfectant	
<b>Kitchen</b>	
All pans, crockery, utensils to be put through dishwasher cycle	
Top up cleaning liquids and other supplies. Sanitise bottles	
Empty Bin and sanitise	
Clean inside oven where necessary (low risk). Clean and sanitise doors, handles and controls	
Fridge: clean and sanitise inside and out, including handle	
Clean and sanitise dishwasher, microwave, kettle, toaster, coffee machine (doors, handles, controls)	
Wipe down tiles	
Clean and sanitise worktops	
Drawers, cupboards handles cleaned and sanitised	
Clean and sanitise sink, taps and plug	
Sanitise light and power switches and radiator control	
Window frame and ledge cleaned and handles sanitised	
Door furniture wiped and sanitised	
Put in new dishcloth, sponge, tea towel and hand towel	
Floor and skirting vacuumed and mopped clean	
Sanitise vacuum cleaner, mop, bucket, brush and dustpan	
Spray virucidal disinfectant	

<b>Bedrooms</b>	
Empty bin and disinfect	
Replace all pillow and mattress protectors. New linens	
Headboard wiped and sanitised or disinfected as appropriate	
Drawers, cupboards, coat-hangers and coasters wiped and sanitised	
Electrical equipment, hairdryer, clock radio and lamps wiped/sanitised	
Mirrors cleaned	
Dressing table and chair cleaned and sanitised	
Lights and power switches and radiator control wiped and sanitised	
Window frame and ledge cleaned and handles sanitised	
Door furniture and handles wiped and sanitised	
Skirting and carpet vacuumed	
Mop floor (Gamekeeper's dressing area)	
Spray virucidal disinfectant	
<b>Living Rooms</b>	
Empty bin and disinfect	
High level surfaces dusted: shelving, mantle	
Clean mirrors	
Wipe clean sofa	
Wipe clean dining table and chairs, coffee and console tables, coasters and placemats	
Furniture and curtains vacuumed and disinfected at touch points	
Window frame and ledge cleaned and handles sanitised	
Door furniture and handles wiped and sanitised	
Light and power switches wiped and sanitised	
Fireplace handles and switches sanitised	
Sanitise guest folder and leaflet box	
TV remote controls sanitised	
Skirting and carpet vacuumed	
Spray virucidal disinfectant	
Close and lock door	
<b>Communal area – laundry/freezer/payphone room</b>	
Check supplies of wipes and liquids. Clean and sanitise bottles	
Clean and sanitise washing machine, tumble drier and freezer handles/touch points	
Wipe worktops and high level surfaces including wall and cupboard shelves	
Clean and sanitise pay phone	
Clean sink, taps and plug	
Wipe down tiles	
Clean and sanitise light and power switches	
Floor and skirting vacuumed and wiped	
Sanitise door handles	
<b>Outside</b>	
Sanitise bin lid handles	
Sanitise touch points on furniture/gates (including balcony furniture and banister in Gamekeeper's)	

**Signed**

**Dated**