

Check List for Cleaning Self-Catering Units

Date

Property Name

Cleaned by

Signed

Appropriate protective clothing should be worn when cleaning, and protective clothing should be changed between properties. Gloves should also be changed / sanitised upon completing the cleaning of a room and when changing between cleaning and putting out clean items e.g. putting on bed linen, taking clean items out of the dishwasher and putting out fresh consumables.

Cleaning Check List

Our antiviral surface cleaner both cleans and sanitises. Duo Max hand spray should be sprayed onto the surface to be cleaned, left to work for 1 minute, and then wiped off with a cloth.

Consideration should be taken to address the impact of children as well as adults: touching lower wall heights and parts of furniture.

Initial Work	
Put on gloves, apron and inside footwear (+ mask if required).	
Sanitise door handle and other parts of high touch door frame. Bring in cleaning materials.	
Open windows (weather permitting) to allow ventilation.	
Bag up all rubbish, including emptying bins, looking inside fridge, and any other visible debris. Check for lost property in drawers, cupboards etc. Empty food caddy into green caddy in nissen hut.	
For cottages with dishwasher, wash plates, cups, bowls, cutlery, cooking implements on 60° cycle. Dishwasher cycle takes about an hour. Beeps several times when complete. May need to dry some items by hand. Remainder of kitchen ware to be hand washed if required.	
<p>Top up consumables as required:</p> <p>Lounge – tissues, bag of leaflets</p> <p>Kitchen – Salt & pepper, kitchen foil, cling film, kitchen roll, tub of napkins, sanitiser spray, fly spray, washing up liquid, under sink tub (cloths, sponge, bin & caddy bags, dishwasher tabs), drinks tub (tea, coffee, milk, sugar).</p> <p>Bathroom – Toilet rolls, cabinet tub (soap, hygiene bags, toilet duck refills) and tray (toothbrushes, razors, shower caps, comb, body wash, hand lotion, sewing kit).</p> <p>Plastic or metal containers to be sanitised. All items to be placed in a clean area and taken as required after cleaning each room.</p>	
Check first aid kit. If seal is broken, replace with new first aid kit.	
Check all bed linen in situ for any stains requiring additional treatment before washing. Then all linen (bedding, protectors, towels, make up towel, oven gloves, tea cosy) to be bagged up in black sack.	
Variable locations (To be completed when encountered)	

Check lights, lamps and emergency torches operate. Wind torch. Wipe down and sanitise. Test smoke alarm.	
Check pressure, and evidence of tampering on fire extinguisher. Wipe down and sanitise.	
Check for evidence of tampering on fire blanket. Wipe down and sanitise.	
Heating controls wiped and sanitised.	
Vacuum cleaner & dustpan + brush - Use Duo Max on cloth to wipe and sanitise.	
Iron, ironing board, peg tub, clothes horse cleaned if required.	
Freezer top, front & sides sprayed with Duo Max sanitiser (Not rear). Leave at least 5 minutes before wiping down. Use Duo Max on cloth to wipe interior.	
Bathrooms	
High level surfaces vacuumed with nozzle.	
All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment). Leave at least 1 minute before wiping down.	
Clean toilet bowl using a toilet duck brush to agitate the cleaning process and include under the toilet rim. Remove old toilet duck and replace with new one.	
Clean shower unit and head, Shower enclosure inside and out, and shower tray + plug hole. Rinse down internal enclosure.	
Clean toilet and flush. Check for hairs!	
Clean sink including taps, plug hole, pedestals and splashbacks.	
All surfaces, cupboards and doors, wiped and sanitised.	
Wipe down and sanitise outside of first aid kit.	
Windows and mirrors wiped and sanitised. Dry and shine with cloth.	
Doors wiped and sanitised.	
Bin wiped inside & out and bag replaced.	
Use Duo Max on cloth to wipe and sanitise light & power switches, lights and heaters.	
Hard flooring vacuumed (Shipload – vacuum carpet and inside airing cupboard) .	
Ornaments and picture frames cleaned as required.	
Sanitise hands then replace toilet roll (1 on holder. 1 in cupboard), under sink tub with toilet duck refills & hygiene bags in cupboard. Put soaps from under sink tub onto sink. Place consumables tray on window ledge. Bathmats placed on toilet lid. Towels on towel rail.	
Floor sprayed mopped with Duo Max floor sanitiser.	
Lounge	

High level surfaces vacuumed with nozzle.	
All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment). Leave at least 1 minute before wiping down.	
Use Duo Max to clean all high touch furniture surfaces, including shelves, cupboard tops, tabletops, handles and doors.	
Windows and mirrors wiped and sanitised. Dry and shine with cloth.	
Doors wiped and sanitised.	
Bin wiped inside & out and bag replaced.	
Use Duo Max on cloth to wipe and sanitise light & power switches.	
Keys wiped and sanitised.	
Television surround, mount & remote control wiped down with Duo Max on cloth. Spare remote cover in your cleaning bag. Television screen wiped with blue and white striped cloth (No sanitiser).	
Ornaments, picture frames, books, guest book cover, maps folder, hi fi, DVDs and CDs cleaned if required.	
Floor vacuumed (Barley – also hard flooring sprayed mopped with Duo Max floor sanitiser.)	
Fabric settees vacuumed and leather settees wiped with leather cleaning wipes.	
Sanitise hands then replace tissues and bag of leaflets.	
Bedrooms	
High level surfaces vacuumed with nozzle.	
All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment). Leave at least 1 minute before wiping down.	
Use Duo Max to clean all high touch furniture surfaces, including doors, dressing tables, bedside cabinets, bed frame, wardrobe doors and handles.	
Windows and mirrors wiped and sanitised. Dry and shine with cloth.	
Door wiped and sanitised.	
Use Duo Max on cloth to wipe and sanitise light & power switches, vacuum, and bedside lamps.	
Floor vacuumed (Barley – also hard flooring sprayed mopped with Duo Max floor sanitiser.)	
Ornaments, books and picture frames cleaned if required.	
Change gloves and apron.	
Make bed	
Place make up remover cloth on dressing table.	
Kitchen	

High level surfaces vacuumed with nozzle.	
All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment). Leave at least 1 minute before wiping down.	
Hand wash washing up bowl, drainer, place mats, baking trays, roasting tin, microwave plate, oven racks, grill pan and any other washable kitchen items in sink with hot, soapy water if deemed necessary. Check saucepans to see if they need cleaning with Pink Stuff. Put kitchen foil in base of grill pan.	
Wipe all surfaces: shelves, cupboards & drawers (inside & out), worktops and doors.	
Oven and hob wiped including interior, doors, handles and controls.	
Fridge wiped inside and out, including handle.	
Windows wiped and sanitised. Dry and shine with cloth.	
Bin & food waste caddy wiped inside & out and bags replaced.	
Use Duo Max on cloth to wipe and sanitise light & power switches, microwave, kettle and toaster.	
Floor vacuumed.	
Sanitise hands then replace salt & pepper, kitchen foil, cling film, kitchen roll, napkins, sanitiser spray, washing up liquid, fly spray, and under sink tub (cloths, sponge, bin & caddy bags, dishwasher tabs. Hand towel, tea towel, oven gloves and tea cosy from red bag.	
Floor sprayed mopped with Duo Max floor sanitiser.	
Conservatory (Barley Cottage)	
High level surfaces vacuumed with nozzle.	
All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment). Leave at least 1 minute before wiping down.	
Wipe all surfaces: shelves, coat hooks, chair arms, radiator, boot tray and tabletop.	
Windows and doors wiped and sanitised. Dry and shine with cloth.	
Use Duo Max on cloth to wipe and sanitise light & power switches, and reading lamps.	
Floor vacuumed and sprayed mopped with Duo Max floor sanitiser.	
Entrance	
Door, glass, external, and internal handles wiped and sanitised. Dry and shine glass with cloth.	
Stairs (Shipload Cottage)	
High level surfaces vacuumed with nozzle.	

All surfaces requiring wiping, to be sprayed with Duo Max sanitiser (Not electrical equipment) including dustpan & brush, doors, door handles and bannisters. Leave at least 1 minute before wiping down.	
Use Duo Max on cloth to wipe and sanitise Wi-Fi router, light & power switches.	
Floor vacuumed.	
Final Withdrawal from Cottage	
All cleaning equipment removed from cottage. Door handle sanitised.	
Items cleaned as required but not routinely sanitised: Books, guest comment book, map folder, leaflets, picture frames, magazines and rack, ornaments, soft furnishings, skirting board, walls, iron, ironing board, clothes horse, pegs and tub, bathroom tray consumables, kitchenware, unvarnished and unpainted woodwork, utility room, dustbins, recycling containers, cottage exterior, garden furniture, gates, fences and hand rails.	