**Check List for Cleaning Hill Top Cottage**

**Date:**

**Property: Name Hill Top Cottage**

**Cleaned by:**

**Signed:**

Appropriate protective clothing should be worn when cleaning.

**Cleaning Check List**

**All surfaces are to be cleaned and disinfected in the following order**

|  |  |
| --- | --- |
| **Bedroom 1 Double** |  |
| Internal doors and door handles wiped and disinfected |  |
| High level surfaces dusted |  |
| Windows sill & windows cleaned |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Drawers and cupboards wiped and disinfected |  |
| Mirrors cleaned |  |
| Carpets hoovered |  |
| Empty Bins and disinfected |  |
|  |  |
| **Bedroom 2 Bunks** |  |
| Internal doors and door handles wiped and disinfected |  |
| High level surfaces dusted |  |
| Windows sill & windows cleaned |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment wiped down and disinfected |  |
| Drawers and cupboards wiped and disinfected |  |
| Mirrors cleaned |  |
| Carpets hoovered |  |
|  |  |
| **Bedroom 3 Single** |  |
| Internal doors and door handles wiped and disinfected |  |
| High level surfaces dusted |  |
| Windows sill & window cleaned |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Electrical equipment wiped down and disinfected |  |
| Drawers and cupboards wiped and disinfected |  |
| Mirrors cleaned |  |
| Carpets hoovered |  |
|  |  |
| **Bathroom** |  |
| Internal doors and door handles wiped and disinfected |  |
| High level surfaces dusted |  |
| Windows sill & window cleaned |  |
| Light and power switches wiped and disinfected |  |
| Clean tiles |  |
| Clean bath including tiles and taps and disinfect |  |
| Clean sink including pedestal, tiles and taps and disinfect |  |
| Clean plugholes and pour disinfectant down |  |
| Clean and disinfect toilet bowl using a toilet brush to agitate the cleaning process and include under the toilet rim. |  |
| Toilet seat wiped and disinfected |  |
| Toilet brush handle wiped and disinfected |  |
| Skirting boards wiped and disinfected |  |
| Mirrors cleaned |  |
| Hard flooring hoovered and mopped with disinfectant |  |
|  |  |
| **Stairs** |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| Surfaces, including skirting boards wiped and disinfected |  |
| Bannisters wiped and disinfected |  |
| Windows cleaned |  |
| Floors hoovered |  |
|  |  |
| **Kitchen Area** |  |
| High level surfaces dusted |  |
| Light and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Windows cleaned |  |
| Washing machine /microwave / kettle / toaster: clean and disinfect doors, handles and controls |  |
| Oven and hob: clean and disinfected surfaces, doors, handles and controls |  |
| Fridge: clean and disinfected inside and out, including handle |  |
| Pans, crockery, utensils to be checked & washed. |  |
| Drawers and cupboards wiped and disinfected |  |
| Hard floor hoovered and mopped with disinfectant |  |
| Bin emptied, cleaned and disinfected |  |
|  |  |
| **Lounge & Dining Area** |  |
| Woodburning stove & hearth, cleaned & set ready for the next guests. |  |
| Stove utensils cleaned & disinfected |  |
| High level surfaces dusted |  |
| Skirting boards wiped and disinfected |  |
| Window sills wiped and disinfected |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Wipe down fire extinguishers and disinfect |  |
| Coffee Table wiped and disinfected |  |
| Dining Tablewiped and disinfected |  |
| Dining Chairswiped and disinfected |  |
| Light and power switches wiped and disinfected |  |
| Electrical equipment, TV, WIFI hub and remote controls wiped down and disinfected |  |
| Hard flooring hoovered and mopped with disinfectant |  |
|  |  |
| **Entrance** |  |
| Key cleaned & disinfected |  |
| Door handle, hooks and surface of door on both sides wiped & disinfected |  |
|  |  |
| **Outside Space** |  |
| Wipe outdoor furniture |  |
|  |  |
| **Cleaning Chemicals used in the Cleaning Schedule** |  |
| Virucidal Cleaner (unperfumed) 750ml - BA053-75 Thomas Graham Hygiene |  |
| Cleaner disinfectant 750ml – BA050-75 Thomas Graham Hygiene |  |
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