**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.

**Cleaning Check List**

**All surfaces are to be cleaned first, then disinfected**

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

|  |  |
| --- | --- |
| **Entrance** |  |
| Key lock box cleaned |  |
| Keys cleaned |  |
| External handles wiped and disinfected |  |
|  |  |
| **Communal Parts** |  |
| 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 and disinfected |  |
| Bannisters wiped and disinfected |  |
| Windows cleaned |  |
| Floors hoovered and sprayed with virucidal disinfectant mist |  |
| Wipe down fire extinguishers |  |
|  |  |
| **Living Spaces** |  |
| 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 and disinfected |  |
| 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 and mopped with virucidal disinfectant |  |
| Empty Bins and disinfect |  |
|  |  |
| **Kitchen** |  |
| 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 and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| Soft furnishings and curtains steamed |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Hard flooring hoovered and mopped with virucidal disinfectant |  |
| Empty Bins and disinfect |  |
| Washing machine / dish washer / microwave / kettle / toaster: clean and sanitise 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 washed in the dishwasher  |  |
| Drawers and cupboards wiped and disinfected |  |
| Floor hoovered and mopped with virucidal disinfectant |  |
| Clean and disinfect high chair |  |
|  |  |
| **Bedrooms** |  |
| 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 and disinfected |  |
| Electrical equipment, wifi hub and remote controls wiped down |  |
| Drawers and cupboards wiped and disinfected |  |
| Soft furnishings and curtains steamed |  |
| Mirrors cleaned |  |
| Windows cleaned |  |
| Carpets hoovered and sprayed with virucidal disinfectant mist |  |
| Empty Bins and disinfect |  |
|  |  |
| **Bathrooms** |  |
| 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 and disinfected |  |
| 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 and mopped with virucidal disinfectant |  |
| Soak toilet brushes in bleach |  |
|  |  |
| **Outside Space** |  |
| Ensure bins are labelled (separate bin for used cloths and protective clothing) |  |
| Disinfect bin lids |  |
| Clean outdoor furniture and gates |  |
| Clean any outdoor play equipment |  |
| Clean Barbeques |  |