**Rusby Barn – Cleaning Check-List**

**Date:**

**Cleaned by: Claire McAnulty and Simon McAnulty**

**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**

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

**All rooms to be aired/ventilated whilst cleaning**

**Waste of any kind should be placed in a plastic bag, tied and removed from the property and disposed of in an external bin. Hazardous waste should be disposed of according to government or council guidelines.**

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

|  |  |
| --- | --- |
| **Entrance** |  |
| Farm Gate – Communal – Handle wiped and disinfected |  |
| Entrance Gate – Communal – Handle wiped and disinfected |  |
| Key lock box cleaned |  |
| Key cleaned |  |
| External Door handle wiped and disinfected |  |
|  |  |
| **Kitchen** |  |
| Hoover internal door mat and spray with disinfectant mist |  |
| Internal doors and door handles wiped and disinfected |  |
| Light and power switches wiped and disinfected |  |
| Coat hooks wiped and disinfected |  |
| All work tops wiped and disinfected |  |
| Wipe down and disinfect sink and taps and clean plug hole and put disinfectant down; also bleach the washing up bowl |  |
| All electrical equipment doors, handles, and controls wiped and disinfected: Kettle, toaster, microwave, and dishwasher |  |
| All kitchen cupboard units and handles wiped and disinfected |  |
| All kitchen drawers and cupboards wiped and disinfected |  |
| Pans, crockery, utensils to be washed in the dishwasher |  |
| Oven and hob: clean and disinfect surfaces including the extractor fan controls |  |
| Fridge: clean and disinfect inside and out |  |
| Skirting boards wiped and disinfected |  |
| Windows cleaned, including handles |  |
| Hard flooring hoovered and mopped with disinfectant |  |
| Empty bin, disinfect, and provide new bin liner |  |
| Provide new handwash |  |
| Provide new washing up liquid |  |
| Provide new cleaning equipment, eg cleaning wipes, sanitiser, dishwasher tablets, and new cloth and sponge |  |
| Wipe down and disinfect signs |  |
| Wipe and disinfect dustpan and brush |  |
| Wipe and disinfect salt and pepper pots |  |
| Wipe and disinfect complimentary bottle of Prosecco and chocolates |  |
| Wipe and disinfect hamper, and all produce provided as part of the Welcome Hamper (only applicable for guests who have booked directly with Eden Valley Barn Cottages) |  |
|  |  |
| **Utility Room** |  |
| Internal doors and door handles wiped and disinfected |  |
| Washing machine door and controls cleaned and disinfected |  |
| Surfaces wiped and disinfected |  |
| Light and power switches wiped and disinfected |  |
| Radiator wiped and disinfected |  |
| Skirting boards wiped and disinfected |  |
| Window cleaned and blind and chord wiped down and disinfected |  |
| Hard flooring hoovered and mopped with disinfectant |  |
| Provide clean hand towel |  |
|  |  |
| **Downstairs Toilet** |  |
| Internal door and door handle wiped and disinfected |  |
| Light switch wiped and disinfected |  |
| Clean and disinfect tiles |  |
| Clean and disinfect sink including pedestal, and clean plughole and pour disinfectant down |  |
| Clean and disinfect tap |  |
| Clean and disinfect toilet bowl |  |
| Wipe down and disinfect surfaces |  |
| Clean and disinfect toilet brush handle |  |
| Soak toilet brush in bleach |  |
| Clean Mirror |  |
| Wipe down and disinfect skirting boards |  |
| Hard flooring hoovered and mopped with disinfectant |  |
| Provide new handwash |  |
| Wipe down and disinfect air freshener and diffuser (if provided) |  |
| Wipe down and disinfect signs |  |
|  |  |
| **Living/dining Room** |  |
| Provide a new promotional flyer, and a couple of business cards which have been wiped and disinfected |  |
| Provide newly printed information pack contained in plastic folder which has been wiped and disinfected |  |
| All surfaces wiped and disinfected |  |
| All tables wiped and disinfected |  |
| Light, heating controls, and power switches wiped and disinfected |  |
| Stair cupboard door handle wiped and disinfected |  |
| All furniture, including footstool wiped and disinfected |  |
| Coasters and placemats wiped and disinfected |  |
| TV remote controls wiped and disinfected |  |
| Skirting boards wiped and disinfected |  |
| Clean mirror |  |
| Woodburner handles wiped and disinfected |  |
| Woodburner equipment, eg fire stoke, dustpan and brush, and fire-lighters, wiped down and disinfected |  |
| Remove old newspaper for woodburner and replace with new newspaper |  |
| Free-standing lamp wiped and disinfected |  |
| DVD player wiped and disinfected |  |
| TV controls wiped and disinfected and TV screen cleaned |  |
| Windows cleaned |  |
| Window blinds and chords wiped and disinfected |  |
| Phone wiped and disinfected |  |
| Wifi hub wiped and disinfected |  |
| Rug hoovered and sprayed with a disinfectant mist |  |
| Hard flooring hoovered and mopped with disinfectant |  |
| Wipe down and dust pictures |  |
| Wipe down and disinfect signs |  |
|  |  |
| **Stairs/hallway** |  |
| Wipe down and disinfect banister |  |
| Wipe down and disinfect light switches |  |
| Wipe down surfaces |  |
| Clean window |  |
| Wipe down and disinfect blind and chord |  |
| Wipe down and disinfect Fire Extinguisher |  |
| Wipe down and dust paintings |  |
| Hoover stairs and spray with disinfectant mist |  |
| Hoover floor on the landing and mop with disinfectant |  |
| Wipe down and disinfect internal door handles including the hall cupboard handle |  |
| Wipe down and disinfect top in cupboard and clothes hangers |  |
| Wipe down and disinfect skirting boards |  |
| Cupboard under stairs: wipe and disinfect hoover and empty out hoover waste; wipe and disinfect mop bucket and handle; wipe and disinfect high-chair and/or baby cot (if required); wipe and disinfect deck chairs; wipe and disinfect iron and ironing board |  |
|  |  |
| **Bedrooms** |  |
| Use gloves to remove dirty linen carefully directly into bags (if it has not been stripped by guests). Remove gloves and dispose of them after stripping beds. Wash hands. The same applies to towels, bathmats, tea towels and any other removable linen items. |  |
| Internal doors and door furniture wiped and disinfected |  |
| Light, heating controls, and power switches wiped and disinfected |  |
| All surfaces and furniture, including skirting boards wiped and disinfected |  |
| Remote controls wiped down and disinfected |  |
| Drawers and cupboards including handles wiped and disinfected |  |
| Bedside tables and handles wiped and disinfected |  |
| Coasters wiped down and disinfected |  |
| Mirrors cleaned |  |
| Windows cleaned including handles |  |
| Window blinds and chords wiped and disinfected |  |
| Wipe down and disinfect hairdryer |  |
| Rugs hoovered and sprayed with disinfectant mist |  |
| TV controls and screens wiped down and disinfected |  |
| Furniture wiped down and disinfected |  |
| Apply clean gloves before putting on the new bedding. Make up beds with clean bedding, including a new vallance, new mattress protector, new duvet protector, and new pillow protectors for each bed |  |
| Provide clean towels |  |
| Hoover hard flooring and mop with disinfectant |  |
| Clean and disinfect laminated signs |  |
| Wipe and disinfect alarm clocks |  |
| Wipe and disinfect clothes hangers |  |
| Wipe and disinfect plant pots |  |
| Wipe and disinfect window pole openers |  |
| Wipe and dust paintings and decorations |  |
|  |  |
| **Bathrooms** |  |
| Internal doors and door furniture wiped and disinfected |  |
| Light and power switches wiped and disinfected |  |
| Clean tiles |  |
| Clean and disinfect 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 |  |
| Clean and disinfect all surfaces, including skirting boards |  |
| Clean Mirrors |  |
| Clean Windows and wipe and disinfect window blinds and chords |  |
| Hard flooring hoovered and mopped with disinfectant |  |
| Soak toilet brushes in bleach and disinfect toilet brush handles |  |
| Clean and disinfect bathroom cupboards and any containers/baskets, as well as wiping down air fresheners (if provided) and shower mats |  |
| Clean and disinfect toothbrush holders |  |
| Provide new toilet rolls |  |
| Provide clean bath-mats |  |
| Clean and disinfect radiators |  |
| Clean and disinfect diffusers (if provided) |  |
| Clean and disinfect laminated signs |  |
| Empty bins, wipe and disinfect, and provide new bin liner |  |
| Wipe and disinfect sanitary bag holders and provide new sanitary bags for each new guest |  |
| Provide new handwashes |  |
|  |  |
| **Outside Space** |  |
| Disinfect bin lid |  |
| Clean and disinfect outdoor furniture |  |
| Clean and disinfect chimenea lid handle and stoker |  |