

Cleaning Essentials Checklist

Normal servicing of properties with no suspected or confirmed Covid-19 cases.



This document provides guidance on the recommended *additional* cleaning measures to take when performing changeovers. It is not an exhaustive list. The items and areas requiring additional cleaning will vary with each property.

We recommend all high-contact items and surrounding areas are suitably cleaned and disinfected.

Before you begin

- Ensure all guests have vacated the property.
- Prepare your supplies (Personal Protective Equipment (PPE), cleaning supplies, linen, bin bags etc) before entering the property.
- Close and lock external doors to prevent anyone else entering the property whilst you work.

⚠ PPE: Disposable gloves, a disposable apron, a face covering and eye protection are recommended when performing changeovers.

General checks

- | | |
|---|--|
| <input type="checkbox"/> Remote controls Clean the entire body. | <input type="checkbox"/> Waste and recycling bins Clean lids and handles. Any personal rubbish, such as face wipes, should be double-bagged. |
| <input type="checkbox"/> Torches Clean the entire body. | <input type="checkbox"/> Electronic panels & touchscreens Clean all touch points.. |
| <input type="checkbox"/> Vacuum cleaner Empty. Clean all touch points. | <input type="checkbox"/> Doors Clean knobs, handles, frames and faces. |
| <input type="checkbox"/> Leaflets Store or dispose of any leaflets left behind. | <input type="checkbox"/> Stair banisters & handrails Clean all touch points. |
| <input type="checkbox"/> Washing machines and dryers Clean all controls. | <input type="checkbox"/> Window handles Clean handles and surrounding area. |
| <input type="checkbox"/> Hairdryers Clean the handle. | <input type="checkbox"/> Cleaning Equipment Clean entire handles and any additional touchpoints on all brooms, mops, and dustpan & brushes. |
| <input type="checkbox"/> Ironing board & Irons Clean all contact points. | |

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Kitchens

⚠ **All** crockery, cutlery, glassware and kitchen utensils should be put through a dishwasher cycle or hand washed, then put away using new, clean gloves. Loading the dishwasher as soon as possible will ensure the cycle is completed during changeover.

- | | |
|---|--|
| <input type="checkbox"/> Cabinets Clean handles/pulls and surrounding areas. | <input type="checkbox"/> Waste Bin Empty, clean in/under and all touch points. |
| <input type="checkbox"/> Microwave Clean controls. | <input type="checkbox"/> Crockery, cutlery, glassware & kitchen utensils. Put through the dishwasher or hand wash. Put away using clean gloves. |
| <input type="checkbox"/> Toaster Clean controls. | <input type="checkbox"/> Pots and pans Wash and put away using clean gloves. |
| <input type="checkbox"/> Fridge/Freezer Clean all touch points including any controls. | <input type="checkbox"/> Kettle Clean body, handle and lid. |
| <input type="checkbox"/> Cooker Clean all controls. | <input type="checkbox"/> Condiments Clean oil, salt & pepper shakers, spice jars and similar items. |
| <input type="checkbox"/> Dishwasher Clean controls. | <input type="checkbox"/> Other appliances e.g. Coffee machines and scales. Clean all touchpoints. |
| <input type="checkbox"/> Consumables Clean all that are to remain between stays, e.g. washing-up liquid. | |
| <input type="checkbox"/> Hard-backed chairs Clean tops and sides. | |

Bedrooms

- | | |
|---|---|
| <input type="checkbox"/> Nightstands Clean tops, handles and surrounding areas. | <input type="checkbox"/> Mattress and pillow protectors Replace wherever needed. |
| <input type="checkbox"/> Drawers and wardrobes Clean drawers, handles and surrounding areas. | <input type="checkbox"/> Look for items left behind Bag and label with the date and property name, and remove from the property. |
| <input type="checkbox"/> Coat hangers Clean touch points. Remove all metal hangers. | <input type="checkbox"/> Waste & bins Double bag all personal waste and bin contents. Clean any bins. |

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Bathrooms

- Shower heads** Clean any handles.
- Non-slip mats** Clean.
- Cabinets, draws and cupboards** Clean handles/pulls and surrounding areas.
- Shower curtains and doors** Clean all touch points.
- Dispensers** Clean all touch points.
- Consumables** Clean all that will remain between stays, e.g. shampoo bottles.
- Lighting** Clean switches/pulls.
- Waste bin** Empty, double bagging contents, and clean.
- Towels and bath mats** Double-bag before removing for laundering.

Outside

- Clean all touch points** Including door handles, entry panels and gate latches.
- Key safe** Check functionality and clean.

Before you leave

- Remove waste** Ensure all waste is disposed of in the external waste bins.
- Provide linen bags for guests** Ensure enough clear linen bags are provided for guests to bag all linen and towels.
- Laminated guest information sheet** Clean both sides.
- Removing your equipment** Ensure all touch points and areas that came into contact with the floor are cleaned or bagged prior to loading your vehicle.
- Key safe & keys** Disinfect keys prior to locking the key safe (where applicable), then disinfect key safe.
- Remove PPE** Remove all PPE worn and double bag it ready for disposal.
- Sanitise your hands** Before entering your vehicle.

This checklist has been created in line with the latest Government, Public Health England and Health & Safety Executive guidance and recommendations (where available), and will continue to be updated in line with Government Guidance and Legislation.