**Check List for Cleaning East Trenean Farm Cottages**

**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.*

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| **Outside Space** |  |
| Disinfect bin lids |  |
| Clean outdoor furniture  |  |
| Barbeque clean and disinfect |  |

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| **Entrance** |  |
| Key lock box disinfected |  |
| Keys disinfected |  |
| External handles disinfected |  |
| Gate latch disinfected |  |
| **Kitchen and utility** |  |
| Pans, crockery, utensils to be washed in the dishwasher |  |
| High level surfaces dusted |  |
| Windows cleaned |  |
| Mirrors and picture frames cleaned |  |
| Light and power switches cleaned and disinfected |  |
| Internal doors and door and window furniture disinfected |  |
| Oven and hob: clean and disinfected surfaces, doors, handles and controls |  |
| Fridge cleaned inside and out, high touch points including handle disinfected |  |
| Washing machine door and controls cleaned and disinfected |  |
| Small electrical appliances and storage containers cleaned and disinfected |  |
| All worktop surfaces, furniture doors and handles cleaned and disinfected |  |
| Inside drawers and cupboards wiped and disinfected |  |
| Bin and recycling bins cleaned and disinfect |  |
| Soft furnishings, rugs and blinds steam cleaned |  |
| Stools and leather sofa (Corn Barn) cleaned and disinfected |  |
| Floors and skirting boards vacuumed |  |
| Floors mopped and disinfected |  |
| **Living Spaces** |  |
| High level surfaces dusted |  |
| Windows cleaned |  |
| Mirrors and picture frames cleaned |  |
| Light and power switches cleaned and disinfected |  |
| All surfaces, furniture and handles cleaned and disinfected |  |
| Internal doors and door and window furniture disinfected |  |
| Electrical equipment, WIFI hub and remote controls disinfected |  |
| Soft furnishings, sofas, rugs and curtain edges steam cleaned |  |
| Floors and skirting boards vacuumed |  |
| Floors mopped and disinfected |  |
| Bins cleaned and disinfect |  |
| **Communal Parts** |  |
| High level surfaces dusted |  |
| Windows cleaned |  |
| Mirrors and picture frames cleaned |  |
| Wipe down walls (children’s handprints) |  |
| Light and power switches wiped and disinfected |  |
| Internal doors and door furniture cleaned and disinfected |  |
| Surfaces cleaned and disinfected |  |
| Bannisters cleaned and disinfected |  |
| Fire extinguishers cleaned and disinfected |  |
| Floors and skirting boards vacuumed  |  |
| Floors mopped and disinfected |  |
| **Storage** |  |
| Stored items highchair, travel cot, baby chair and bath cleaned after use and disinfected |  |

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| **Bedrooms** |  |
| High level surfaces dusted |  |
| Windows cleaned |  |
| Mirrors and picture frames cleaned |  |
| Light and power switches cleaned and disinfected |  |
| All surfaces, furniture and handles cleaned and disinfected |  |
| Internal doors and door and window furniture disinfected |  |
| Electrical equipment, WIFI hub and remote controls disinfected |  |
| Soft furnishings, rugs and curtain edges steam cleaned |  |
| Floors and skirting boards vacuumed |  |
| Floors mopped and disinfected |  |
| Bins cleaned and disinfect |  |
| **Bathrooms** |  |
| High level surfaces dusted |  |
| Mirrors and picture frames cleaned |  |
| Window cleaned and blind edge steam cleaned (Linhay only) |  |
| Wall tiles cleaned and disinfected |  |
| Shower / bath / sink including pedestals and splashbacks cleaned and disinfected |  |
| Taps and shower head cleaned and disinfected |  |
| Clean plugholes and pour disinfectant down |  |
| Toilet bowl cleaned using a toilet brush to agitate the cleaning process and disinfected |  |
| Toilet brush and holder cleaned and disinfected |  |
| Internal doors and door furniture cleaned and disinfected |  |
| Light and power switches cleaned and disinfected |  |
| All surfaces and furniture cleaned and disinfected |  |
| Floors and skirting boards vacuumed |  |
| Floors mopped and disinfected |  |