

# 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.*

<b>Entrance</b>	
Key lock box cleaned	
Keys cleaned	
External handles wiped and disinfected	
<b>Communal Parts</b>	
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	
<b>Living Spaces</b>	
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	
<b>Kitchen</b>	
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	