

ROWANBANK HOLIDAY COTTAGES

HOUSEKEEPER CHECKLIST

**UPDATED IN LINE WITH SCOTTISH GOVERNMENT AND ASSC
COVID-19 CLEANING PROTOCOLS AND GUIDELINES.**

House Name:	Cleaner's name:
Date:	Cleaner's signature:

APPROPRIATE PPE (gloves, masks and apron) SHOULD BE WORN WHEN CLEANING. PPE SHOULD BE CHNGED BETWEEN PROPERTIES.

EACH AREA AND ROOM SHOULD BE CLEANED FIRST AND THEN DISINFECT (WITH VIRUCIDAL DISINFECTANT) ALL SURFACES AND ANY OTHER HIGH TRAFFIC CONTACT POINTS OVER AND ABOVE THOSE LISTED IN THE ROOM BY ROOM CHECKLIST.

COMPLETE EACH ROOM BEFORE MOVING ON TO THE NEXT IN ORDER TO MINIMISE RE-ENTERING DISINFECTED ROOMS.

GENERAL - ARRIVAL

Open all windows on arrival at property	
Check for personal belongings left by previous guests – inform Lorna asap	
Check all rooms for rubbish, empty bins, bag up rubbish and discard	
Remove ALL FOOD from fridge and kitchen cupboards – bag up – discard	
Bag up and discard used washing-up cloths	
Check that all lights are working, replace bulbs if necessary (spares in House sideboard)	
Check clocks working (batteries in House sideboard)	

BEDROOMS

If the guests have not put their linen in the black bags provided, strip beds including mattress and pillow protectors and bag towels. Spray duvets, pillows and mattress with a mist of disinfectant and allow to dry	
Check hairdryer is working and disinfect	
Dust, polish and check for cobwebs including lampshades and window cills then disinfect cills and surfaces	
Check drawers & wardrobes are empty & clean and disinfect all handles, hangers handles, iron and ironing board	
Clean inside of windows, mirrors and disinfect window handles	
Clean heaters	
Clean skirting boards	
Hoover room	
Disinfect blind cords, door handles, light and lamp switches, electric sockets and heater controls	
See 'FINISHING UP' section for making beds	

BATHROOM

Bag up bath mat and towels for laundry	
Check bin is clean – inside and out – replace bin liner and disinfect bin lid	

Clean bath and/or shower – tiles, viakal shower screen, ensure shower curtain is clean. Disinfect taps, plugs and controls.	
Check shower head is functioning and not blocked up – clean out plug hole and pour some disinfectant down	
Ensure soap dispensers are topped up, clean and disinfect press tops and nozzles	
Clean toilet bowl, seat, exterior of toilet and behind toilet. Disinfect seat and flush handle.	
Put sanitiser or bleach down toilet and soak toilet brushes in bleach	
Put new toilet roll on holder and spare roll handy	
Clean windows, window cill, mirror and disinfect cills	
Check curtains and blinds for mildew	
Clean skirting boards and check for cobwebs	
Wipe and disinfect bathroom heater	
Sweep and then wash floor with disinfectant floor cleaner	
Disinfect blind cords, door handles and light switches, sockets and heater controls	
See 'FINISHING UP' section for bath mat	

PUBLIC ROOMS

Clean out fire (where relevant) and top up firewood	
Tidy up any magazines, books, games and jigsaws	
Remove cushions on sofa and vacuum underneath. Spray seats and cushions with a mist of disinfectant and allow to dry	
Wipe all surfaces and cills and disinfect	
Dust and remove cobwebs including lamp shades	
Dust all surfaces and disinfect	
Clean inside of windows, mirrors, TV screen	
Clean heaters and skirting boards	
Hoover floor (or wash if tiled) including under rugs	
Disinfect blind cords (or mist curtains in most commonly touched areas), door handles, light and lamp switches, sockets, remote controls, wi-fi hub, cupboard handles, high chai, mats and heater controls	

KITCHEN

Bag up tea towels and over gloves for laundry	
Load dishwasher with all cutlery and utensils and set to a hot cycle. Do not empty after, guests need to see that it has been washed	
Check cupboards and drawers are clean, empty of all food and disinfect handles	
Check bin is clean – inside and out – replace bin liner and disinfect bin lid	
Check that all pots, pans, bowls etc are clean	
Check and clean freezer and fridge inside and outside and disinfect outside door	
Clean microwave and disinfect outside door and controls	
Empty and clean toaster, kettle and disinfect handles	
Clean units and worktops and any equipment as you go along and disinfect where appropriate	
Ensure washing machine is empty – clean soap drawers out and disinfect outside doors and controls	
Clean cooker – under rings – grill pan – oven trays - glass door – knobs – hood and disinfect hob, handles and cooker knobs	
Clean windows – window cills – tiles – skirting boards	
Clean sink and disinfect sink and taps	
Replenish Guest cleaning supplies (incl. COVID kit), tea bags, coffee, sugar, dishwasher tablets, hand wash, washing up liquid and kitchen roll	

Check items in the kitchen each changeover - glassware, cutlery, or crockery – is there enough – any breakages? If so, replace with spares in House sideboard	
Hoover floor and rugs and wash floor with disinfectant cleaner	
Disinfect blind cords, door handles, light switches, electric sockets and heater controls	
See 'FINISHING UP' section for laying out tea towels, cleaning cloths and oven gloves	

HALL, PORCH AND STAIRWELL

Pick up mat ready to vacuum all areas including stairs	
Clean and dust any furniture and skirting boards	
Clean lampshades, mirrors – check for cobwebs	
Disinfect surfaces, bannisters, electric sockets and heating instructions folder	

FINISHING UP

Check vacuum cleaner is not full – leave no more than half full for incoming guests and then disinfect	
Put on a fresh pair of gloves and make beds at end of changeover once disinfectant mist has dried. Add towels on each bed	
Layout oven gloves, tea towels and washing up cloth in kitchen and hang bathroom mat on bathroom heater	
Only close all windows at the end of the clean if incoming guest is not due same day or the weather requires that they are closed.	
Disinfect front door handles	
Leave signed checklist for guests together with 'COVID-19 Guidelines for Guests' sheet	

GENERAL - DEPARTURE

Lock-up, disinfect keys	Post signing
Keys put in keysafe and disinfect keysafe	Post signing
Remove, bag up and dispose of all PPE	Post signing
Disinfect outdoor furniture	Post signing
Disinfect external bin lids and handles	Post signing