

Otterburn cleaning Checklist (June 2020)

1. **House cleaning will be undertaken in the absence of the guest where possible**
2. Unless it is difficult for the guest to leave the house (egg due to mobility constraints) whereupon social distancing shall be observed in the presence of the guest.
3. Appropriate protective clothing should be worn when cleaning and changed between properties.
4. Hand/ High contact surfaces should be disinfected. Check list of all the touch points which includes, but is not limited to, the following, all of which would – as a minimum be disinfected
5. All Surfaces are to be cleaned first, then disinfected

Property name: OB1 or OB2 (please circle)

Entrance	DATE
Key lock Box cleaned	
Key cleaned	
External and internal handles cleaned and disinfected	

Cleaning Fluids	DATE
Liquid Soap quarantined 72 hours	
Disinfectant bottles, washing up liquid etc. removed and quarantined for minimum 72 hours	

Books, CDs and Games	DATE
All CDS, Books and Games removed from property	

Communal Areas	DATE
All garden furniture is no longer communal	
Garden furniture now label for use for individual property only	
Garden furniture wiped and disinfected	

Living Spaces	DATE
Internal door handles cleaned and disinfected	
Light and power switches cleaned and disinfected	
All surfaces of furniture cleaned and disinfected	
Remote controls cleaned and disinfected	
On and off switches of all electrical equipment cleaned and disinfected	
Soft furnishings steam cleaned (includes dining chairs, curtains, fabric sofas etc.)	
All decorative cushions, removed and quarantined for 72 hours	
Vacuum carpets and steam clean	
Heaters and Buttons cleaned and Disinfected	

Kitchen	DATE
Internal door handles and Cupboard/Drawer handles cleaned and disinfected	
Light and power switches cleaned and disinfected	
All surfaces of furniture cleaned and disinfected	
Hard flooring cleaned and steam cleaned	
Bins – clean and disinfect	
Washing machine/ dish washer/ microwave/ kettle/ toaster – clean and disinfect controls / buttons	
Oven, hob and extractor fan – clean and disinfect surfaces, doors, handles, controls	
Fridge & Freezer – clean and disinfect inside and out	
Pans, crockery washed in dishwasher	
Iron and Torch cleaned and disinfected	
Windows cleaned	
Window handles disinfected	

Conservatory	DATE
All internal doors and handles and furniture cleaned and disinfected (including multiple windows)	
Floor cleaned and steam cleaned	
Hub cleaned and disinfected	
Light switches and Power Switches cleaned and disinfected	
Sofas cleaned and steam cleaned	
All surfaces and furniture wiped and disinfected	
Coat rack, clothes horse, cleaned	
Vacuum cleaned and disinfected	

Hall & Stairs	DATE
Dog gate if in use, cleaned and disinfected	
Banister cleaned and disinfected	
Flooring hoover and steam cleaned	
All internal doors and handles and furniture cleaned and disinfected (including window)	
Broom Cleaned, handle disinfected	
Mop and Bucket, removed, cleaned and quarantined for 72 hours minimum	

Bedrooms	DATE
Internal doors/ handles and furniture cleaned and disinfected	
Light switches and Power Switches cleaned and disinfected	
Heaters and Buttons cleaned and Disinfected	
All surfaces and furniture wiped and disinfected	
Quilts removed and quarantined for minimum 72 hours	
Pillows and decorative cushions quarantined for minimum 72 hours	
Drawers and cupboards cleaned and disinfected	
Mirrors cleaned	
Window Handles cleaned and disinfected	
Windows cleaned	
Hairdryer cleaned disinfected	
Curtains steam cleaned	
Vacuum carpet and steam clean	
Steam clean bed mattress etc.	
All bedding removed and bagged by departing guests	

Toilet	DATE
Internal door and handles cleaned and disinfected	
Light and power switches cleaned and disinfected	
Clean wet walls	
Clean and disinfect shower and plug hole	
Clean and disinfect toilet	
Clean and disinfect basin, taps and plug hole	
Mirror Cleaned	
Windows Cleaned	
Window handles disinfected	
Floor Cleaned and steam cleaned	
Toilet Brushes quarantined for minimum 72 hours	
Curtain steam cleaned	
All towels bagged by departing guests	

Utility Room OB2 only	DATE
Internal door and handles cleaned and disinfected	
Light and power switches cleaned and disinfected	
Flooring cleaned and steam cleaned	
All surfaces and furniture wiped and disinfected	
Vacuum cleaned and disinfected	

<https://www.ukhospitality.org.uk/page/ScotlandGuidance>