

<u>COVID 19 checklist to enhance our regular procedures for housekeeping 25th June 2020</u>	<u>Tick</u>
To be reviewed following any Government announcements	
<u>Procedures</u>	
Housekeeper to check products used are Antibacterial	
All staff to wait until all guests have departed a property before entering	
Where possible keep property ventilated whilst working	
Remind all staff of COVID secure working - hand washing , check staff are well	
On departures remove any rubbish, all dirty laundry and bag up outside the house / remove before you start cleaning or bringing in clean laundry, remove any shower curtains and wash in the properties washing machine	
When stripping dirty laundry to not shake unnecessarily	
Change cleaning cloths for each room	
Use vacuums and brushes, mops etc in the properties rather than your own that you take from house to house	
<u>To do before we open</u>	
Store away oven gloves	
Scatter cushions, throws or anything you feel surplus to requirement, stack and put laminated note with it - Orion Office to provide	
<u>Extra checks on prelets</u>	
Wipe all door handles again as you go round the house, including front door handle as you depart	
Key safe and keys please wipe as you leave	
Tape/ label across front door to show house is ready for guests and no entry again for staff	
<u>Enhanced cleaning / extras</u>	
Hand sanitiser unit - top up or make sure free standing one is there	
Kitchen roll and spray to be left on kitchen work top (obvious)	
Toilet brushes to be soaked in bleach	
<u>High touch items to be cleaned with Antibacterial</u>	
Welcome folder and tablet	
Any obvious finger prints on walls and glass	
Light switches	
Plug sockets	

Bathroom pull cords	
Stair bannisters	
Bin lids	
Log burner handle and pokers etc	
Switches on lamps	
Door handles	
Kitchen cupboard handles	
washing machine door handle, controls and detergent draw front	
Dishwasher controls, handle	
Microwave handle and controls	
Kettle handle and lid	
Toaster controls	
Fridge, freezer handles	
Bread bin lid / handle	
Oven door handles and controls	
Iron handle	
Blind/ curtains chains.	
remote controls	
wi fi router	
Drawer handles and wardrobe door handles	
Bed side tables	
Window handles / openers	
Dining table and breakfast bars top and sides of table	
Dining chairs and bar stools, seats and arms	
heating and hot water controls	
<u>Exterior</u>	
Parasol control handle	
BBQ lid handle	
Metal balcony rails - top off	
Outside table top and sides	
Outside chair arms and seats	