

# THE NEST AT WINNALL

## CLEANING CHECKLIST

Date.....

Cleaned by.....

Signed.....

- **Appropriate protective clothing should be worn**
- **Hands should be washed beforehand for at least 20 seconds with soap and water**
- **ALL SURFACES ARE TO BE CLEANED FIRST, THEN DISINFECTED**

*Consideration should also be taken to address the impact of children as well as adults: ie. touching lower wall heights and parts of furniture.*

<b>Boot Room &amp; Hallway (Use fresh cloth)</b>	
Key lock box & keys cleaned	
Windows & entrance door opened while cleaning	
External /internal handles & doors wiped and disinfected	
Hand sanitiser bottle & pump wiped & disinfected	
Windowframes & windowsills cleaned	
Wipe down walls if necessary (children's handprints)	
Light and power switches wiped and disinfected	
All furniture and surfaces including skirting boards wiped and disinfected (Pew, Side table, Leaflet racks, Shoe/Boot racks, Ash bin & Hall Unit)	
Wipe down and disinfect plastic pockets in Information File	
Hard flooring hoovered and mopped with virucidal disinfectant; Rug hoovered & sprayed with virucidal disinfectant mist	
<b>Living Room (Use fresh cloth)</b>	
Windows & French doors opened while cleaning	
Internal doors and door furniture wiped and disinfected	
Light and power switches wiped and disinfected	
High level surfaces dusted (including curtain rails & wall lights)	
Windowframes & windowsills cleaned	
Pictures cleaned	
All furniture and surfaces, including skirting boards, radiator & valves wiped and disinfected (Side tables, TV unit, Shelf unit)	
Electrical equipment wiped down	
Decorative objects & coasters cleaned & disinfected	
Log burner, tools, kindling bin, matches in bread oven, etc cleaned & disinfected	

Sofa & Armchairs hoovered & sprayed with virucidal disinfectant mist	
Curtains sprayed with virucidal disinfectant mist	
Carpets & rug hoovered and sprayed with virucidal disinfectant mist	
<b>Dining Area / Kitchen (Use fresh cloth)</b>	
Windows opened while cleaning	
All teatowels & cotton dishcloth removed & washed on a 60° cycle. Other dishcloths and scourer disposed of.	
Bins emptied, disinfected & fresh liners put in	
Pans/crockery/utensils/cutlery/glassware/kitchen items thoroughly cleaned & checked and washed in the dishwasher if necessary. Cupboards wiped and disinfected inside	
Drawers and cupboards wiped and disinfected outside, including all handles	
Internal doors and door furniture wiped and disinfected	
Light and power switches wiped and disinfected	
Windowframes & windowsills cleaned	
High level surfaces dusted	
Pictures cleaned	
Radio wiped down & disinfected	
All furniture and surfaces, including skirting boards, radiators & valves wiped and disinfected (Table, Chairs, Worktops, Towel Rail)	
Table mats, coasters, serviette holder & bowl wiped & disinfected	
Decorative objects cleaned & disinfected	
Sink tidy, Brush, Washing up liquid bottle, handwash & surface cleaner bottles /nozzles wiped and disinfected. Also all items under sink cupboard wiped & disinfected.	
Kitchen sink, basket, drainer cleaned & taps sanitised	
Tea caddy, Breadbin, knife block, utensil/spoon holders, etc wiped & disinfected.	
Washing machine: clean dispenser & seal, disinfect door, handle & controls	
Dishwasher: clean inside & out including filter, cutlery basket; disinfect door, handle & controls	
Microwave: clean inside & out including food cover; disinfect door, handle & controls	
Oven and hob: clean inside & out including grill pan & shelf & drawer underneath; disinfect surfaces, doors, handles and controls	
Fridge Freezer: clean and disinfect inside and out, including handles	
Kettle / toaster /iron: clean and sanitise all, including handles & controls	
Fire extinguisher, Fire blanket, First Aid Kit, mop & brushes handles wiped down & disinfected	
Shutters wiped down & disinfected	
Hard flooring hoovered and mopped with virucidal disinfectant	
High chair cleaned & disinfected (if applicable)	

<b>Stairs &amp; Landing (Use fresh cloth)</b>	
Wipe down walls if necessary (children's handprints)	
Light switches wiped and disinfected	
Handrails & Bannisters wiped and disinfected	
Pictures & lampshade cleaned	
Thermostat control wiped down & disinfected	
Carpets hoovered and sprayed with virucidal disinfectant mist	
<b>Bedrooms (Use fresh cloth for each)</b>	
Windows opened while cleaning	
All bed linen, mattress encasements, waterproof covers, duvet covers, pillow protectors removed & washed on a 60° cycle	
Bins emptied, sprayed with virucidal disinfectant mist & fresh liners put in	
Internal doors and door furniture wiped and disinfected	
High level surfaces dusted (including beams & curtain rails)	
Windowframes & windowsills cleaned	
Light and power switches wiped and disinfected (including bedside lamp switches)	
Pictures cleaned	
All furniture & surfaces, including skirting boards, radiators/valves & robe hooks wiped and disinfected (bedside tables, dresser, drawers, wardrobe, nursery chair, small shelf unit, toy chest)	
Drawers, mirrors & wardrobes cleaned & disinfected inside & out (including rails & hangers) and handles wiped and disinfected	
Decorative objects cleaned & disinfected	
Hairdryers & Straighteners wiped & disinfected	
Soft furnishings and curtains sprayed with virucidal disinfectant mist (including king bed, armchair, lampshades, mattresses, pillows & duvets)	
Carpets hoovered and sprayed with virucidal disinfectant mist	
Travel cot, bedguards, monitor, & change mat cleaned & disinfected (if applicable)	
<b>Bathrooms (Use fresh cloth for each)</b>	
Windows & skylight opened while cleaning	
All towels, bathmats & flannels removed & washed on a 60° cycle	
Waste & sanitary bins emptied, cleaned, disinfected & fresh liners put in	
Internal doors and door furniture wiped and disinfected	
Light switches, shaver points & wall lights wiped and disinfected	
Windowframes & windowsills cleaned	
All tiles cleaned	

Showers cleaned including shower heads, valves, caddies, duckboards, screens; pour disinfectant down plugholes	
Bath cleaned inside and out, including legs and pipework; taps/plug sanitised	
Sinks cleaned including splashbacks; all taps, cupboards, drawers & handles sanitised inside & out.	
Mirrors cleaned	
Handwash bottles /nozzles, soap & toothbrush holders wiped & disinfected	
Toilet seats, cisterns & bowls cleaned and sanitised, including under toilet rims. Flush plates & toilet roll holders cleaned & disinfected. Toilet brushes soaked in bleach	
All furniture & surfaces, including skirting boards, radiators/valves, robe & towel hooks, scales wiped and disinfected	
Fabric storage baskets cleaned and sprayed with virucidal disinfectant mist; decorative objects cleaned & disinfected	
Hard flooring hoovered and mopped with virucidal disinfectant	
Potty & Child's toilet seat cleaned & disinfected (if applicable)	
<b>Outside Space (Use fresh cloth)</b>	
Used cleaning materials/PPE disposed of in separate labelled bin	
Outdoor furniture and gate latches cleaned & disinfected	
Barbeque & tools cleaned & disinfected	
Any outdoor toys cleaned & disinfected (if applicable)	

#### **After Cleaning:**

- **Protective clothing & any disposable cleaning materials should be put in the appropriate bin**
- **All non-disposable cleaning materials (cloths, mop heads, etc) should be washed on a 60° cycle**
- **Wash hands & wear clean PPE before refilling supplies, towels & linen & making up beds**
- **Close spaces & disinfect door handles once a room is sanitised, without entering the space again**