

St Peters Court Cleaning Duties

Inside Property

1. Deep Clean of Kitchen.
 - / Microwaves
 - | Kettles
 - ¢ Slow cookers
 - | Cooker and hobs
 - £ Extractor Fan
 - | All surfaces and door/draw fronts
 - ¢ Fridge and freezer x 2
 - | Dishwasher emptied
 - | All cutlery/crockery and glasses checked
 - J Empty Bin
 - | Ensure Hand wash is full in kitchen
 - | Ensure washing up liquid is full in kitchen
 - | Ensure there is new paper hand towel roll
 - | Ensure there are cleaning items under sink
2. Wash all pillow cases whilst at property
3. Check no beds have broken slats.
4. Make up all beds
5. Put large towel for each bed/person.
6. Put small towel in each bathroom.
7. Pack all dirty Linen/towels/bath mats into bags ready to transport
8. Clean all surfaces in Breakfast room.
9. Polish Dresser in Breakfast room
10. Clean toasters
11. Clean all child high chairs
12. Check all lights are working throughout property
13. Check all Hand Sanitiser Units
14. Wash all hard floors.
15. Empty all bins in bedrooms and replace with new sack.
16. Check that there are enough fresh air fragrances in property.
17. Polish all mirrors in Bathrooms
18. Ensure new toilet roll in each bathroom
19. Clean all bathrooms
20. Put down bath mats in front of all showers.
21. Make sure toilets have toilet duck in them are clean and smell fresh.
22. Empty all bins in bathrooms and replace with new sacks
23. Ensure Hand Wash is full in each bathroom
- 24. Check standards throughout property**
25. Clean all window sills and windows if necessary
26. Polish all bedroom, hall and lounge furniture
27. Dust/ wipe down all skirting boards and clean on top of wardrobes and light shades.
28. Check all wardrobes have enough hangers.
29. Check all handles are still on Bedroom and breakfast room furniture.
30. Check each bedroom has a hair dryer
31. Polish all mirrors in Halls and Bedrooms
32. Hoover all rooms
33. Report any damage
34. Check oil meter.

Outside Property

- 1 Empty all bins
- 2 Empty Hot Tub and refill
- 3 Add chemicals to Hot Tub and check correct
- 4 Mow all lawns
- 5 Weed all driveways/paths
- 6 Cut all hedges
- 7 Check gas levels.
- 8 Clean gas compound
- 9 Check Oil Level

Hand contact surfaces should be disinfected. Make a check list of all the touch points which could include, but is not limited to, the following, all of which would – as a minimum - be disinfected when a guest checks out:

- 1 Light switches
- 2 Bedside tables
- 3 Remote control
- 4 Taps o Flush handles and toilet seats
- 5 Door handles – inside and out
- 6 Hair dryer handles
- 7 Iron and ironing board, trouser press
- 8 Safe buttons
- 9 Wardrobe doors
- 10 Mini bar handle
- 11 Kettle handle and lid
- 12 Heater and/or air conditioner controls.
- 13 Room collateral should be kept to a minimum.
- 14 Glasses and crockery should be removed and washed in a dishwasher not the room sink.
- 15 Towels and linens should be washed in accordance with washing instructions