

# St Peters Court Cleaning Duties

**Date:**

## Inside Property

**For Health and safety purposes ensure all windows are opened before commencing work on any floor if the guests have not opened them. Ensure these are all left open even during winter until the new guests enter.**

**From August 27<sup>th</sup> 2022 the lead new guest MUST be shown each individual window to agree the window arms are sound before their party will be allowed to enter the premises. They must be shown how to operate the restrictors on some windows for fire purposes.**

**Ensure the guests have stripped the beds and brought the linen and towels used down to the ground floor**

**Pack all of these up first and get them out of the property.**

1. Deep Clean of Kitchen.
  - A Microwaves
  - B Kettles
  - C Slow cookers
  - D Cooker and hobs
  - E Extractor Fan
  - F All surfaces and door/draw fronts
  - G Fridge and freezer x 2
  - H Dishwasher emptied
  - I All cutlery/crockery and glasses checked
  - J Empty Bins and put liners in
  - K Glasses and crockery should be removed and washed in a dishwasher not the room sink.
  - L Wipe down Iron and ironing board handles plus mop and dustpan and brush handles
  - M Clean sink and wipe down handles on taps.
  - N Ensure Hand Wash is full in Kitchen
  - O Ensure there is new paper hand towel roll
  - P Ensure there are cleaning items under the sink
  - Q Ensure there are some complimentary dishwasher tablets under the sink
1. Wash any missing pillow cases whilst at property
2. Wash any Missing Sheets /Towels / Duvet Covers etc whilst at the property.
3. Empty all bins in utility room
4. Pull off sofa cushions and Hoover the sofa base before returning cushions
5. Wipe down safe buttons in wardrobe downstairs.
6. Clean all surfaces in Breakfast room.
7. Change table cloths on tables in breakfast room
8. Clean toasters
9. Clean all child high chairs
10. Hoover and mop Breakfast room

People

Dawn/Lorraine

Dawn/Bob

Dawn/Lorraine

Dawn/Farren

Dawn/Lorraine  
/Vicky

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## Inside Property

11. Hoover and mop all hall ways on ground floor
12. Change all door mats for clean ones at entrances
13. Make up all beds
14. Put large towel for each bed/person.
15. Put small towel in each bathroom.
16. Pack all dirty Linen/towels/bath mats into bags ready to transport
17. Hoover all rooms
18. Empty all bins in bedrooms and put in new sack
19. Clean all window sills and window surrounds and windows if necessary
20. Dust/wipe down all skirting boards and clean on top of wardrobes and light shades.
21. Remove any cobwebs
22. Report any damage
23. Polish all bedroom furniture, Bedside Tables & Wardrobes and dresser in breakfast room
24. Polish Hall and Lounge furniture
25. Polish all mirrors in the property including bathrooms
26. Check Wardrobes have enough Hangers and are clean inside.
27. Check that there are enough fresh air fragrances in the property
28. Dust/ wipe down all skirting boards and clean on top of wardrobes and light shades.
29. Check all handles are still on Bedroom and breakfast room furniture.
30. Check no beds have broken slats.
31. Check each bedroom has a hair dryer & wipe hair dryer down.
32. Check all lights are working throughout the property
33. Wipe down all light switches
34. Wipe down handles on guests hoovers.
35. Wipe down all window handles.
36. Wipe down all sanitiser and soap dispensers
37. Wipe Down TV Remote controls
38. Wipe down all door handles inside and out of property.
39. Wipe down key safes
40. Wipe down Heater controls.
41. Clean all bathrooms including shower heads and pipes, tiles, taps, toilet seats and flush handles.
42. Make sure there is cleaning equipment in each bathroom, including toilet duck and that they smell clean and fresh
43. Put down bath mats in front of all showers.
44. Ensure there are new toilet rolls in bathrooms/toilet
45. Ensure there are full soap dispensers in bathrooms and kitchen etc
46. Wash all hard floors.

People

Dawn/Lorraine/  
Vicky

## St Peters Court Cleaning Duties

47. Empty all bins in bedrooms and replace with new sack.
48. Empty bins in bathrooms and replace with new sack.
49. Check that there are enough fresh air fragrances in property.
50. Check oil meter.
- 51. Check standards throughout property**

### 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

### Final Check

**Check everything is done in property and ensure all lamps are straight no broken bulbs and everything correctly presented.**

## People

Dawn/Lorraine  
/Vicky

Bob