

Cleaning Checklist at Our Bench

Guest Responsibility On departure.

- Guests are asked to wipe down all surfaces including and not limited to: cupboards, drawers, work surfaces, tiled surfaces, light fittings, touch points.
- ONLY If Symptoms of Covid-19 – please strip laundry if you are able and place on floor of wet room.
- ONLY if symptoms of COvid-19 - Place all contaminated waste – in Pink Bags (see welcome guide).
- Bedding is carefully stripped
- Air cottage and notify us of any Covid-19 symptoms on their departure.

Our Bench's Responsibility on departure.

- Hands washed, PPE as required before entering the cottages.
- Cottages Aired
- Dirty Laundry stripped and placed in "Red" Laundry bags along with towels, and removed from cottage.
- Bedding and Towels Laundered as per Government Guidance.
- All "Disability Aids" in the cottage are cleaned.

Through out

- All soft furnishing and the bed trimmings are steam treated along with the overhead hoist.
- Light switches and Door Handles and touch points cleaned.
- Empty and clean waste bins

Bedroom

- Headboard wiped down.
- Bedside drawers and tops wiped down
- Bedside Lamp and alarm cleaned.
- Mirrors cleaned
- Window frame wiped down.
- Vacuumed

Wet Room

- Shower Cleaned including grab rails, shower pipes, changing table (BC), Toilet, Sink
- Disinfect Tiled Surfaces
- Mirror Cleaned
- Hoist cleaned (BC) and steam treated.
- Shower curtain cleaned
- New towels and soap - from blue bag

Lounge / Dining area / Conservatory

- Coffee table cleaned
- Dining table and chairs wiped down
- Leaflet area – tidied
- Floor Vacuumed
- All light switches wiped
- TV and controlled wiped and chair handset
- Plants watered
- Welcome Guide Replaced

Kitchen

- Fridge cleaned
- All kitchen appliances cleaned
- All cupboards wiped out, all cooking utensils plates cleaned – number of items reduced as per guidance.

- Kitchen Floor vacuumed and mopped with disinfect.

Preparing for New Guests

- Blue Laundry Bag brought in once property is clean.
- Beds made up and rooms dressed.
- Any requested specialist equipment is wiped down and brought into the cottage
- Wipe any surfaces touched
- Set and clean number lock and key
- Leave cottage to air for as long as possible prior to arrival.
- Freshly baked treats prepared.

OUTSIDE GB

- Check bins and compost – disinfect touch points. Key lock and key
- Mow Lawn
- Tidy Garden
- Hand Gel checked and topped up if required

OUTSIDE LB and BC

- Clean in green shed
- Check bins and compost – disinfect touch points, key lock and key
- Mow Lawn
- Tidy Garden
- Hand Gel checked and topped up if required

Laundry

- All laundry is washed in house to current guidelines, dried, ironed and stored for 5 days min.