



COVID 19 CLEANING PROTOCOL 2021

ASCRIB COTTAGE APARTMENT – GREEN RISK
Minimum 72 hrs since last guest and no infection

GUEST CHECKOUT

In the interest of suppressing the Covid 19 virus and in accordance with ASSC Cleaning protocols approved by ScotGOV it would be appreciated if you would please undertake these 5 small tasks before checking out of our property. This will assist in protecting the incoming guests, our cleaners and the wider community, and will contribute in preventing future lockdowns. Thank You and Stay Safe.

1. HEALTH DECLARATION – Please ensure to email this to owner on Friday Evening enquiries@staywithusonskye.co.uk
2. REMOVE RUBBISH & RECYCLING – Please bag and remove all rubbish, recycling, bottles & jars (see notice board by porch door for guidance).
3. CHECK ELECTRIC METER READINGS. We will photograph meter readings and email with any balance due.
4. BEDDING
Duvet Covers & Pillow Slips: Please remove and place in black laundry bag & tie shut.
Mattress & Pillow Protectors: Please remove and place in white laundry bag & tie shut.
5. AIR THE COTTAGE – Please open all windows to let air through the cottage prior to our cleaner's entry. Please take care that upstairs windows will not blow open or let rain in.

| ELECTRICITY METER READINGS | | | |
|--|------------------|---------------------|-------------------|
| Meter No | F99C87950 | H06C23225 | |
| Reading on Departure | | | TOTAL USED |
| Reading on Arrival | | | |
| Units Used | | | |
| | | Unit cost @ 15p | |
| | | Free electric | - £25.00 |
| | | Electric due | |
| The clean today was fully completed as detailed below | | | |
| Signed | | Date | |
| | | Time | |

Thank You for your assistance

| CLEANERS INSTRUCTIONS & CHECKLIST | | |
|--|--|------|
| | ACTION | DONE |
| 1 | CLEANER ON ARRIVAL- <ul style="list-style-type: none"> • CONFIRM WELL & FIT TO WORK • CONFIRM GREEN clean appropriate – 72 hrs min since guests left • PPE ON – scrubs, crocs, gloves, mask, Visor <u>while vacuuming and cleaning shower</u> • PROTOCOL OFFLOAD > CLEAN > SANITISE • USE ASCRIB CLEANING BOX – dedicated clothes, mop | |
| 2 | CHECK GUEST CHECKOUT COMPLETED , if not - implement | |
| 3 | REMOVE Laundry bags for washing off site Flowers to compost & wash Vases Bed throws & Floor Rugs to air outdoors Clean and reset fires | |
| 4 | WASH & SANITISE GLOVES | |
| 5 | STANDARD CLEAN THROUGHOUT + EXTRA CARE on 'HIGH TOUCH' POINTS <u>use checklists provided, tick complete, note any problems, sign off</u> Using micro fibre duster & clothes, warm water and standard cleaning agent as appropriate. | |
| 6 | WASH & SANITISE GLOVES | |
| 7 | DISINFECT 'HIGH TOUCH' POINTS , – <u>use checklists below</u> Use new clean clothes and mops. Disinfect with VIRAL SPRAY, spray or rub on and leave All Surfaces (except hardwood) - Use Viral Spray throughout Hardwood – use 'Zoflora' spray solution or 'Dew Disinfect' EN144476, Log 5 <ul style="list-style-type: none"> • Exit cottage at least 2 hrs before guest arrival or Fog | |
| 8 | REMOVE ALL CLEANING MATERIALS Wash all clothes and mop heads etc at 60 degrees | |
| 9 | PRE ENTRY FOGGING ** Carry out fogging of each room, prior to guest entry for if cleaners depart less than 2 hrs before guest arrival as follows; <ul style="list-style-type: none"> • Use DEW Fogging Machine + DEW Mist [certified to BS EN14476] • Set Fogger to a setting of 15 microns • Isolate Fire Alarms Sensors at Fire Panel &/or cover all sensor heads • In each room, close windows, open cupboard doors and drawers • Stand in centre of room or furthest point, work fogger from heigh to low and turnaround slowly ensuring all areas are covered • Fog each room, leave cottage and wait 10 mins • REACTIVATE FIRE ALARMS | |
| 10 | REMOVE ALL PPE BEFORE TRAVELLING HOME Bag and remove from site for washing at 60 degrees | |

| UPSTAIRS BEDROOM | | |
|-------------------------------------|--|--|
| 1 | GENERAL CLEAN – see 5 above Windows / Mirror All Wardrobes, Chest of Drawers, Units Small stool Bed Bedside Lights Coasters, candle holders Heater & Controls Floor, sweep, clean-off spills, etc. | |
| 2 | DISINFECT 'HIGH TOUCH' POINTS – see 7 above wash & sanitise gloves Window Handles Light Switches/electric sockets Wardrobe door handles, Drawer handles, Bedside unit handles, Coat hangers Bedhead/Footer/Side bars Stool MAKE BED – REPLACE CUSHION – REPLACE BEDTHROW Bedside Lights/coasters/candle holders BT Hub / password notice Heater Controls Replace Flowers Floor - Disinfect with VIRAL SPRAY, and MOP Floor Replace floor rugs | |
| | NOTE – Clean but not disinfected/sanitised: Ceiling light fittings Bed canopies + poles Walls Pictures Spinning Wheel Bannister Spindles | |
| STAIRS & DOWNSTAIRS HALL | | |
| 1 | GENERAL CLEAN – see 5 above Low level cupboard door frames and panels on stair Skirting Bannisters Handrail & Posts Vacuum stair & hall carpet Heater & Controls Chair | |
| 2 | DISINFECT 'HIGH TOUCH' POINTS – see 7 above wash & sanitise gloves Door Frames and panels on stairs Skirting Handrail & Posts, Heater Controls Chair | |
| | NOTE - Clean but not disinfected/sanitised: Wall light fittings Ceiling light fittings and shade smoke detector hanging decorations on walls pictures noticeboard | |

| DOWNSTAIRS BEDROOM | | |
|---------------------------|--|--|
| 1 | <p>GENERAL CLEAN – see 5 above</p> <p>Windows / Mirror All Wardrobes, Chest of Drawers, Units Bed Bedside Lights Coasters, candle holders Heater Floor, sweep, clean-off spills, etc.</p> | |
| 2 | <p>HIGH TOUCH POINTS – see 7 above</p> <p>wash & sanitise gloves</p> <p>Door handles (inside and out) Window Handles/Trickle Vents – Window cross bar Light Switches/Electric Sockets Wardrobe door handles, Drawer handles, Bedside unit handles, Coat hangers Bedhead/Footer, Top rail and Bed-knobs MAKE BED – REPLACE CUSHION – REPLACE BEDTHROW Bedside Lights/Coasters/Candle holders Heater Controls Replace Flowers Floor - Disinfect with VIRAL SPRAY, and MOP Floor Replace floor rugs</p> | |
| | <p>NOTE - Clean but not disinfected/sanitised: Ceiling light fittings Bed canopies, poles & drapes Bed Uprights Walls Picture & Mirror Frame Extension lead under bed</p> | |
| SITTING ROOM | | |
| 1 | <p>GENERAL CLEAN – see 5 above</p> <p>Door handles, door frame & glass panel Mantel-piece & Candle-holders Windows Window Handles/Trickle vents – Window cross bar Light Switches/Electric Sockets All Cabinets, tables & handles Sofas & Chairs TV, Set-top Box, CD, TV Remote-controls Table Lights, plugs, switches Coasters, candle holders Shovel/coal bucket/fireguard Floor, sweep, clean-off spills, etc.</p> | |
| 2 | <p>HIGH TOUCH POINTS – see 7 above</p> <p>wash & sanitise gloves</p> <ol style="list-style-type: none"> 1. Door handles & window above handle (inside and out) 2. Window Handles/Trickle Vents – Window cross bar 3. Light Switches/Electric Sockets 4. Cabinet & Drawer Handles 5. TV, Set-top Box, CD, TV Remote-controls 6. Table Lights/Plugs/Coasters/Candle-holders 7. Replace Flowers 8. Floor - Disinfect with VIRAL SPRAY, and MOP Floor 9. Replace floor rugs | |
| | <p>NOTE - Clean but not disinfected/sanitised: Ceiling light fittings Walls Ornaments on top Shelf TV Cables etc Glass Sea Shell Bowls Candle Holders Walls Picture Frames Games and Books Visitor Information Brochures</p> | |

| | KITCHEN | |
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| 1 | <p>GENERAL CLEAN – see 5 above</p> <p>Check inside all high cupboards, All Crockery, Cups, Glasses, Utensils – Shelves etc, clean as required. Clean all high cupboard doors, drawers, handles Cooker-Hood & Splashback Clean hob and oven Fire-blanket Light switches Microwave inside and out Toasters/kettles/utensil-jars/table-mats/chopping boards Worktops Fire extinguisher Immersion heater switch Clean inside fridge / outside doors & handles Clean washing machine doors handles Check inside pot cupboards, clean as required Clean all cupboard doors, drawers, handles Clean sink, taps, basin, dish rack Window Big Cupboard – door handle, electric meter, cleaning boxes, brush handles, dustpan and brush, vaccum, mop bucket, Replace oven glove Table & Chairs Bin Floor, sweep, clean-off spills, etc.</p> | |
| 2 | <p>HIGH TOUCH POINTS – see7 above wash & sanitise gloves</p> <p>All Cupboard and door and drawer handles All handles and knobs on hob and oven Fireblanket Light switches Microwave controls out Toasters/kettles handles and controls Table-mats Worktops Fire extinguisher Immersion heater switch Fridge doors & handles Washing machine doors handles Low level cupboard doors handles Sink, taps, plugs, basin Window handles, cross bar and trickle vents Big Cupboard – door handle, electric meter, cleaning boxes, brush handles, dustpan and brush, vaccum, mop bucket, Replace oven glove Table & Chairs Bin Floor - Disinfect with VIRAL SPRAY, and MOP Floor NO TOWELS AVAILABLE</p> | |
| | <p>NOTE - Clean but not disinfected/sanitised: Ceiling light fittings Walls</p> | |

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| | BATHROOM ** No Towels Available ** | |
| | <p>GENERAL CLEAN – see 5 above</p> <p>Door handles, door frame (inside and out) Mirror Shower head – Legionella clean through & shower rails Shower hoses and controls Tile walls behind shower Shower Curtain Fill bath – run Jacuzzi jets (viral disinfectant in water) Jacuzzi jet controls, switches, taps and plug Window Blind Sink, taps and plug 3 Pull cord switches Shelf behind sink Toilet Flush Button Toilet Pan and Seat Bin Toilet Brush Floor, sweep, clean-off spills,</p> | |
| 2 | <p>HIGH TOUCH POINTS – see 7 above wash & sanitise gloves</p> <p>Door handles, door frame (inside and out) Mirror Glass Shower head & rails Shower hoses & controls Shower Curtain Jacuzzi jet controls, switches, taps and plug Window handles, cross bar and trickle vents Sink, taps and plug 3 Pull cord switches Toilet Flush Button Toilet Pan and Seat Bin & Toilet Brush Floor, sweep, clean-off spills, etc Floor - Disinfect with VIRAL SPRAY, and MOP Floor Replace Bath Matt – No Towels Available</p> | |
| | NOTE - Clean but not disinfected/sanitised: Ceiling light fittings Walls Mirror Frame Glass Bowl Shower Curtain Rail | |
| | PORCH | |
| 1 | <p>GENERAL CLEAN – see 5 above</p> <p>2 x Door, handles and window (inside and out) Coat hooks, wall panel, Key Switch Door Mat Floor, sweep, clean-off spills, etc.</p> | |
| 2 | <p>HIGH TOUCH POINTS – see 7 above wash & sanitise gloves</p> <p>2 x Door, handles and window (inside and out) Coat hooks & wall panel, Key, Switch Floor - Disinfect with VIRAL SPRAY, and MOP Floor Replace Floor Mat</p> | |
| | FIRE ALARMS, REACTIVATE ISOLATED FIRE ALARMS SENSORS | |
| OUTSIDE: Coal Bunker, Bins, Picnic Table & Gates will not be disinfected | | |