



# 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.

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

*Thank You for your assistance*

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

<b>UPSTAIRS BEDROOM</b>		
1	<b>GENERAL CLEAN – see 5 above</b> 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	<b>DISINFECT 'HIGH TOUCH' POINTS – see 7 above</b> <b>wash &amp; sanitise gloves</b> 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	
	<b>NOTE</b> – Clean but not disinfected/sanitised: Ceiling light fittings   Bed canopies + poles   Walls   Pictures   Spinning Wheel   Bannister Spindles	
<b>STAIRS &amp; DOWNSTAIRS HALL</b>		
1	<b>GENERAL CLEAN – see 5 above</b> Low level cupboard door frames and panels on stair Skirting Bannisters Handrail & Posts Vacuum stair & hall carpet Heater & Controls Chair	
2	<b>DISINFECT 'HIGH TOUCH' POINTS – see 7 above</b> <b>wash &amp; sanitise gloves</b> Door Frames and panels on stairs Skirting Handrail & Posts, Heater Controls Chair	
	<b>NOTE</b> - Clean but not disinfected/sanitised: Wall light fittings   Ceiling light fittings and shade   smoke detector   hanging decorations on walls  pictures   noticeboard	

<b>DOWNSTAIRS BEDROOM</b>		
1	<p><b>GENERAL CLEAN – see 5 above</b></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><b>HIGH TOUCH POINTS – see 7 above</b></p> <p><b>wash &amp; sanitise gloves</b></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  <b>MAKE BED – REPLACE CUSHION – REPLACE BEDTHROW</b>  Bedside Lights/Coasters/Candle holders  Heater Controls  Replace Flowers  Floor - Disinfect with VIRAL SPRAY, and MOP Floor  Replace floor rugs</p>	
	<p><b>NOTE</b> - Clean but not disinfected/sanitised: Ceiling light fittings   Bed canopies, poles &amp; drapes   Bed Uprights   Walls   Picture &amp; Mirror Frame   Extension lead under bed</p>	
<b>SITTING ROOM</b>		
1	<p><b>GENERAL CLEAN – see 5 above</b></p> <p>Door handles, door frame &amp; glass panel  Mantel-piece &amp; Candle-holders  Windows  Window Handles/Trickle vents – Window cross bar  Light Switches/Electric Sockets  All Cabinets, tables &amp; handles  Sofas &amp; 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><b>HIGH TOUCH POINTS – see 7 above</b></p> <p><b>wash &amp; sanitise gloves</b></p> <ol style="list-style-type: none"> <li>1. Door handles &amp; window above handle (inside and out)</li> <li>2. Window Handles/Trickle Vents – Window cross bar</li> <li>3. Light Switches/Electric Sockets</li> <li>4. Cabinet &amp; Drawer Handles</li> <li>5. TV, Set-top Box, CD, TV Remote-controls</li> <li>6. Table Lights/Plugs/Coasters/Candle-holders</li> <li>7. Replace Flowers</li> <li>8. Floor - Disinfect with VIRAL SPRAY, and MOP Floor</li> <li>9. Replace floor rugs</li> </ol>	
	<p><b>NOTE</b> - 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>	

	<b>KITCHEN</b>	
1	<p><b>GENERAL CLEAN – see 5 above</b></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 &amp; 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 &amp; 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 &amp; Chairs            Bin            Floor, sweep, clean-off spills, etc.</p>	
2	<p><b>HIGH TOUCH POINTS – see7 above</b>  <b>wash &amp; sanitise gloves</b></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 &amp; 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 &amp; Chairs            Bin            Floor - Disinfect with VIRAL SPRAY, and MOP Floor  <b>NO TOWELS AVAILABLE</b></p>	
	<p><b>NOTE</b> - Clean but not disinfected/sanitised: Ceiling light fittings   Walls</p>	

	<b>BATHROOM</b> ** No Towels Available **	
	<b>GENERAL CLEAN – see 5 above</b> 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,	
2	<b>HIGH TOUCH POINTS – see 7 above</b> <b>wash &amp; sanitise gloves</b> 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	
	<b>NOTE</b> - Clean but not disinfected/sanitised: Ceiling light fittings   Walls   Mirror Frame   Glass Bowl   Shower Curtain Rail	
	<b>PORCH</b>	
1	<b>GENERAL CLEAN – see 5 above</b> 2 x Door, handles and window (inside and out) Coat hooks, wall panel, Key Switch Door Mat Floor, sweep, clean-off spills, etc.	
2	<b>HIGH TOUCH POINTS – see 7 above</b> <b>wash &amp; sanitise gloves</b> 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	
	<b>FIRE ALARMS, REACTIVATE ISOLATED FIRE ALARMS SENSORS</b>	
<b>OUTSIDE: Coal Bunker, Bins, Picnic Table &amp; Gates will not be disinfected</b>		