



## COVID 19 CLEANING PROTOCOL 2021

### ASCRIB COTTAGE APARTMENT – RED RISK

#### Refer to document **CLEANING PROTOCOLS 2021**

**In the interest of safety and simplicity, this protocol will be used for all guest gaps of less than 72hrs, where NO infection is either suspected or confirmed**

### GUEST CHECKOUT

In the interest of suppressing the Covid 19 virus and in accordance with ASSC Cleaning protocols approved by ScotGOV it would be much appreciated if you would undertake these 5 small tasks, along with your standard predeparture cleaning, 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. The meters are in the kitchen cleaning cupboard.
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 in the Covid information folder.</b>			
Signed		Date	
		Time	

*Thank You for your assistance & we hope you enjoy your stay*

## CLEANERS INSTRUCTIONS & CHECKLIST

	ACTION	DONE
1	<b>CLEANER ON ARRIVAL-</b> <ul style="list-style-type: none"> <li>• CONFIRM WELL &amp; FIT TO WORK</li> <li>• CONFIRM <b>RED</b> clean appropriate</li> <li>• PPE ON – scrubs, crocs, gloves, maskVisor <u>while vacuuming and cleaning shower</u></li> <li>• PROTOCOL FOG &gt; OFFLOAD &gt; CLEAN &gt; FOG</li> <li>• USE ASCRIB CLEANING BOX – dedicated clothes, mop</li> </ul>	
2	<b>PRE ENTRY FOGGING</b> Carry out fogging of each room, prior to entry for cleaning 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 25 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 (* 30mins if not Dew Products BUT always certified to BS EN14476)</li> </ul>	
3	<b>CHECK GUEST CHECKOUT COMPLETED</b> , if not - implement	
4	<b>REMOVE</b> Laundry bags for washing off site Duvets, pillows, to rest off site for 72 hrs minimum Flowers to compost & wash Vases Bed throws & Floor Rugs to air outdoors Clean and reset fires FOG Laundry and Bedding bags before putting into vehicle.	
5	<b>WASH &amp; SANITISE GLOVES</b>	
6	<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.	
7	<b>WASH &amp; SANITISE GLOVES</b>	
8	<b>FINAL FOG &amp; LEAVE</b> Carry out fogging of each room, prior to leaving for guest arrival as follows, using DEW Fogging Machine + <b>DEW Mist</b> [certified to BS EN14476]. <ul style="list-style-type: none"> <li>• Set Fogger to a setting of 25 microns.</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 covered.</li> <li>• Close drawers and doors</li> <li>• Remove cover from fire alarm sensor heads and switch system back on</li> <li>• Exit cottage at least 30 mins before guest arrival</li> </ul>	
9	<b>REMOVE ALL CLEANING MATERIALS</b> Wash all clothes and mop heads etc at 60 degrees	
10	<b>REMOVE ALL PPE BEFORE TRAVELLING HOME</b> Bag and FOG before putting into vehicle to remove from site for washing at 60 degrees	

<b>UPSTAIRS BEDROOM</b>	
1	<b>GENERAL CLEAN – see 6 above</b> Windows / Mirror Window handles & trickle vents <a href="#">HP</a> All Wardrobes, Chest of Drawers, Units Wardrobe door handles, Drawer handles, Bedside unit handles, <a href="#">HP</a> Small stool Bed-head/Footer/Side bars Extension lead under bed <a href="#">HP</a> Bedside Lights, casters, candle holders <a href="#">HP</a> Light Switches/electric sockets <a href="#">HP</a> BT Hub / password notice <a href="#">HP</a> Heater & Controls <a href="#">HP</a> Floor, vacuum, clean-off spills, mop
2	<b>REPLACEMENT sanitise gloves</b> Replace all bedding Replace flowers Replace floor rugs
	<b>NOTE</b> – Ceiling light fittings   Bed canopies + poles   Walls   Pictures   Spinning Wheel   Bannister Spindles, sanitised by fogging
<b>STAIRS &amp; DOWNSTAIRS HALL</b>	
1	<b>GENERAL CLEAN – see 6 above</b> Low level cupboard door frames and panels on stair Skirting Bannister handrail & Posts <a href="#">HP</a> Vacuum stair & hall carpet Door windows & handles <a href="#">HP</a> Heater & Controls <a href="#">HP</a> Light Switches/electric sockets <a href="#">HP</a> Chair Sweep stairs & vacuum carpet
	<b>NOTE</b> - Wall light fittings   Ceiling light fittings and shade   smoke detector   hanging decorations on walls   pictures   notice-board, sanitised by fogging
<b>DOWNSTAIRS BEDROOM</b>	
1	<b>GENERAL CLEAN – see 6 above</b> Door handles (inside and out) <a href="#">HP</a> Windows / Mirror Window Handles, Trickle Vents, Window cross bar <a href="#">HP</a> All Wardrobes, Chest of Drawers, Units Wardrobe door handles, Drawer handles, Bedside unit handles, <a href="#">HP</a> Bed-head/Footer, top rail, spindles and bed-knobs <a href="#">HP</a> Bedside Lights, Coasters, candle holders <a href="#">HP</a> Light Switches/Electric Sockets Coasters, candle holders Heater & controls <a href="#">HP</a> Floor, sweep, vacuum, clean-off spills, etc.
2	<b>REPLACEMENT sanitise gloves</b> Replace all bedding Replace flowers Replace floor rugs
	<b>NOTE</b> - Ceiling light fittings   Bed canopies   Curtains & tie backs   Walls   Picture & Mirror frame   Extension lead under bed   will be sanitised by fogging

<b>SITTING ROOM</b>	
1	<p><b>GENERAL CLEAN – see 6 above</b></p> <p>Door frame &amp; glass panel, door handles <a href="#">HP</a></p> <p>Mantel-piece &amp; candle-holders</p> <p>Windows</p> <p>Window Handles, trickle vents, window cross bar <a href="#">HP</a></p> <p>Light Switches, electric Sockets <a href="#">HP</a></p> <p>All cabinets, tables, drawers &amp; handles <a href="#">HP</a></p> <p>Sofas &amp; cushions</p> <p>Armchairs &amp; cushions</p> <p>TV, Set-top box, CD, TV remote-controls</p> <p>Table lights, plugs, switches, coasters, candle holders <a href="#">HP</a></p> <p>Shovel, coal bucket, fireguard</p> <p>Floor, sweep, vacuum, clean-off spills, mop etc.</p>
2	<p><b>REPLACEMENT sanitise gloves</b></p> <p>Replace cushions</p> <p>Replace flowers</p> <p>Replace floor rugs</p>
	<p><b>NOTE</b> - Curtains &amp; tie backs   Ceiling light fittings   Walls   Ornaments on top Shelf   TV Cables etc   Glass Sea Shell Bowls   Walls   Picture Frame will be sanitised by fogging,  <u>Clean but not disinfected/sanitised:</u>   Games and Books   Visitor Information Brochures</p>
<b>KITCHEN</b>	
1	<p><b>GENERAL CLEAN – see 6 above</b></p> <p>Window</p> <p>Window handles, cross bars, trickle vents <a href="#">HP</a></p> <p>Big cupboard door handle, contents: electric meter, cleaning boxes, brush handles, dustpan &amp; brush, vacuum, mop bucket [open door when fogging]</p> <p>Clean inside all high cupboards, shelves etc, clean as required</p> <p>Crockery, cups, glasses, utensils</p> <p>Clean all high cupboard doors, drawers, handles <a href="#">HP</a></p> <p>Cooker-hood &amp; splash-back <a href="#">HP</a></p> <p>Clean hob and oven, all handles &amp; controls <a href="#">HP</a></p> <p>Microwave inside and out, controls <a href="#">HP</a></p> <p>Toasters, kettles, utensil-jars, table-mats, chopping boards <a href="#">HP</a></p> <p>Table-mats <a href="#">HP</a></p> <p>Worktops</p> <p>Fire extinguisher &amp; Fire-blanket</p> <p>Immersion heater switch <a href="#">HP</a></p> <p>Clean inside fridge, outside doors &amp; handles <a href="#">HP</a></p> <p>Clean washing machine doors handles <a href="#">HP</a></p> <p>Check inside pot cupboards, Clean pots, dishes &amp; utensils as required <a href="#">HP</a></p> <p>Clean all cupboard doors, drawers, handles <a href="#">HP</a></p> <p>Clean sink, taps, basin, dish rack <a href="#">HP</a></p> <p>Light switches <a href="#">HP</a></p> <p>Table &amp; Chairs</p> <p>Bin <a href="#">HP</a></p> <p>Floor, sweep, vacuum, clean-off spills, mop etc</p>
2	<p><b>REPLACEMENTS - sanitise gloves</b></p> <p>Oven glove</p> <p>NO TOWELS AVAILABLE</p>
	<p><b>NOTE</b> - Leading edge of curtains &amp; tie backs   Ceiling light fittings   Walls Clean will be sanitised by fogging</p>

<b>BATHROOM</b> ** No Towels Available During Covid **	
1	<p><b>GENERAL CLEAN – see 6 above</b></p> <p>Door handles, door frame (inside and out) <a href="#">HP</a></p> <p>Mirror</p> <p>Shower head – <a href="#">Legionella clean through</a>, Shower hoses and controls <a href="#">HP</a></p> <p>Tile walls behind shower</p> <p>Shower Curtain</p> <p>Fill bath – run Jacuzzi jets 5 mins (viral disinfectant in water) <a href="#">HP</a></p> <p>Jacuzzi jet controls, switches, taps and plug <a href="#">HP</a></p> <p>Windows, window cross bars, handles, trickle vents <a href="#">HP</a></p> <p>Blinds &amp; pull cords <a href="#">HP</a></p> <p>Sink, taps and plug <a href="#">HP</a></p> <p>3 Pull cord switches <a href="#">HP</a></p> <p>Shelf behind sink <a href="#">HP</a></p> <p>Toilet Flush Button <a href="#">HP</a></p> <p>Toilet Pan and Seat <a href="#">HP</a></p> <p>Bin <a href="#">HP</a></p> <p>Toilet Brush <a href="#">HP</a></p> <p>Floor, sweep, vaccum, clean-off spills, mop</p>
2	<p><b>REPLACEMENTS sanitise gloves</b></p> <p>Bath Matt</p> <p>** No Towels Available **</p>
	<p><b>NOTE</b> – Shower curtain   leading edge of curtains &amp; tie backs</p> <p>Ceiling light fittings   Walls   Mirror Frame   Glass Bowl   Shower Curtain Rail, will be sanitised by fogging</p>
<b>PORCH</b>	
1	<p><b>GENERAL CLEAN – see 6 above</b></p> <p>2 x Door, handles and window (inside and out) <a href="#">HP</a></p> <p>Coat hooks, wall panel, key <a href="#">HP</a></p> <p>Switches <a href="#">HP</a></p> <p>Floor, sweep, vacuum, clean-off spills, mop etc.</p>
2	<p><b>REPLACEMENTS sanitise gloves</b></p> <p>Door Mat</p>
<b>OUTSIDE: Coal Bunker, Bins, Picnic Table &amp; Gates will not be disinfected</b>	

<b>FIRE ALARMS, REACTIVATE FIRE ALARMS SENSORS IF ISOLATED</b>	
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