

Checklist for Rooms/Units:

Before you start:	In the room/unit:
<ul style="list-style-type: none"> <input type="checkbox"/> Wear the appropriate personal protection equipment <input type="checkbox"/> Make sure cloths are colour coded for use on specific surfaces <input type="checkbox"/> Disinfect all cleaning equipment 	<ul style="list-style-type: none"> <input type="checkbox"/> Open all windows <input type="checkbox"/> Open all cupboards <input type="checkbox"/> Wipe down coat hangers in cupboards <input type="checkbox"/> Wipe down all wall surfaces
Sanitise all items guests might have touched:	
<ul style="list-style-type: none"> <input type="checkbox"/> Telephone <input type="checkbox"/> Bedside tables <input type="checkbox"/> Luggage racks <input type="checkbox"/> Bar fridge and its contents <input type="checkbox"/> Tea/coffee stations 	<ul style="list-style-type: none"> <input type="checkbox"/> All unused individually wrapped items <input type="checkbox"/> Refill hand sanitiser or replace disinfectant wipes <input type="checkbox"/> Hand sanitiser container after refill
Sanitise handles:	Sanitise switches & remotes:
<ul style="list-style-type: none"> <input type="checkbox"/> Door handles <input type="checkbox"/> Cupboard handles <input type="checkbox"/> Window handles <input type="checkbox"/> Bar fridge handle 	<ul style="list-style-type: none"> <input type="checkbox"/> Light switches <input type="checkbox"/> Bedside light switches <input type="checkbox"/> TV remote <input type="checkbox"/> Air-conditioning remote
Sanitising the bathroom (remember to use a different cloth):	
<ul style="list-style-type: none"> <input type="checkbox"/> All taps <input type="checkbox"/> Grab handles <input type="checkbox"/> Toilet flush button or lever 	<ul style="list-style-type: none"> <input type="checkbox"/> Replace drinking glasses <input type="checkbox"/> Clean shower gel / lotion containers <input type="checkbox"/> All unused individually wrapped items
Linen / towel change:	After cleaning room/unit:
<ul style="list-style-type: none"> <input type="checkbox"/> Remove without shaking <input type="checkbox"/> Fold and place in plastic bags to move 	<ul style="list-style-type: none"> <input type="checkbox"/> Sanitise all cleaning equipment before moving on