

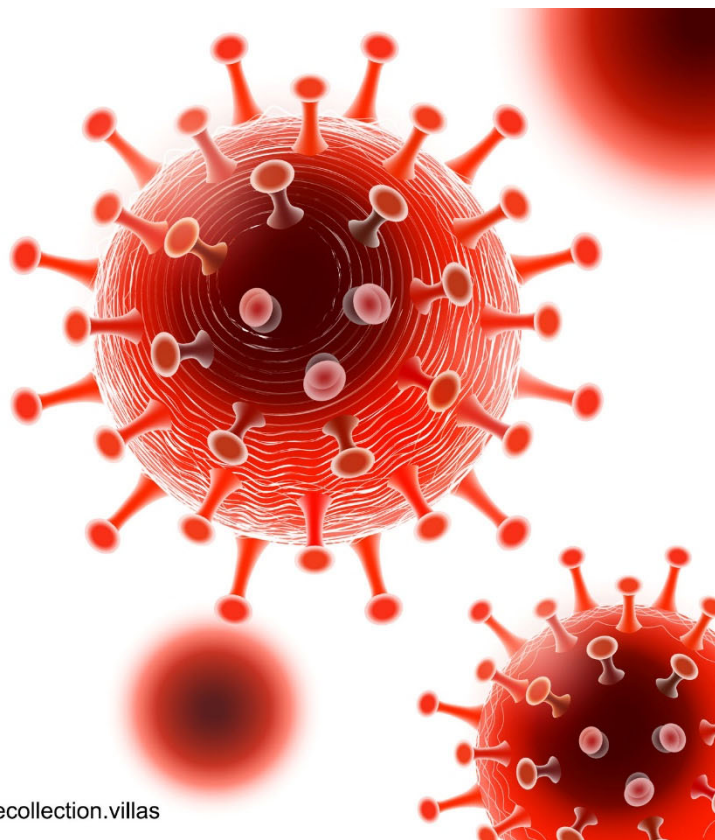


Sanitation & Disinfection Procedures  
Check List

# COVID-19

## CORONAVIRUS

NOVEL CORONAVIRUS



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# Sanitation & Disinfection Check List



## General & Preparation

- ✓ **Make sure to thoroughly clean your hands in accordance with WHO guidelines** ☐
  - Wash with soap and water for at least 20 seconds and dry thoroughly
  - Use alcohol based sanitizer if you don't have immediate access to soap and water
- ✓ **Rewash hands in any of the following events** ☐
  - Blowing one's nose
  - Coughing
  - Sneezing
  - After using the restroom
  - Disposing trash
- ✓ **Make sure to wear disposable gloves on both hands when cleaning and disinfecting surfaces** ☐
  - If gloves are removed during cleaning, wash hands immediately
  - If reusable gloves are used, dedicate them solely for COVID-19 cleaning
- ✓ **Avoid touching your eyes, nose, or mouth throughout the clean as much as possible** ☐
- ✓ **Follow CDC guidelines for approved cleaning products** ☐
  - Check that cleaners contain chlorine, hydrogen peroxide, detergents, iodophors, or alcohols
  - Never mix household bleach with ammonia or any other cleanser
  - Check to make sure the products have not expired
  - Refer to manufacturer's instructions for proper ventilation
- ✓ **Confirm use of EPA-registered disinfectants (Dettol is recommended)** ☐
  - Check to make sure the products have not expired
  - Refer to manufacturer's instructions for proper ventilation
  - Make sure the disinfectants fulfill the following CDC guidelines
  - Diluted household bleach solution
  - Prepared by mixing 5 tablespoons of bleach per gallon of water
  - Alcohol solution (with at least 70% alcohol)

✓ **Clean carefully, Disinfect and Replace when necessary all filters from A/C units** ☐

✓ **Follow CDC guidelines for approved disposable products** ☐

- These include disinfecting wipes and paper towels
- Avoid using rags
- **Verify with a photo** the preparation of cleaning products, disinfectants and gloves
- **Record** the time / date started and stopped for time of work



## Kitchen

✓ **Ensure the general area is clean and tidy** ☐

✓ **Clean surfaces with a CDC approved detergent or soap & warm water before disinfecting** ☐


- Wipe down all countertops and surfaces
- Wipe outside of all cabinets
- Wipe tops of cabinets
- Wipe out/vacuum all cabinets and drawers
- Wipe down backsplash
- Once cleaned, disinfect all surfaces using CDC recommended products referenced above

✓ **Sanitize kitchen sink** ☐

- Wipe down the faucet
- Clean and polish the inside of the sink
- Run faucet to test for hot water
- Clean under kitchen sink
- Wipe down any cleaning supplies (e.g. dishwasher, cleaning bottles)
- Clean garbage disposal by running it with dish soap
- Clean any leftover debris

✓ **Empty trash** ☐

- Discard the trash
- Perform hand hygiene
- Wipe down all exposed surfaces inside and out on trash and recycling receptacles
- Replace bag

- 
- ✓ **Replace used kitchen supplies with new products** ☐
    - Paper towels (at least two rolls)
    - Dish soap
    - Hand soap
    - Sponges
  
  - ✓ **Make sure the dishwasher is clean and empty** ☐
    - Wash all dishes and utensils (be prepared to run dishwasher multiple times)
    - Wipe down the exterior of the dishwasher including handle and buttons
  
  - ✓ **Disinfect silverware tray** ☐
  
  - ✓ **Confirm the refrigerator is clean and empty** ☐
    - Remove racks and drawers, clean thoroughly
    - Check the freezer
    - Pull refrigerator from wall, clean behind & underneath
    - Wipe down the exterior of the refrigerator
    - Check the temperature of the refrigerator (Enter Number) .....
    - Ensure contact magnet is put back on the refrigerator
  
  - ✓ **Check the oven for cleanliness** ☐
    - Make sure interior, exterior and knobs are wiped down
    - Clean burner rings/plates
    - Pull out and clean oven bottom drawer
    - Check under range hood for grease in vent
    - Wipe down the oven door, and check for streaks and smudges
  
  - ✓ **Clean all small appliances (look in cabinets for appliances that are stored away)** ☐
  
  - ✓ **Coffee maker** ☐
    - Wash pot
    - Check for any leftover used grounds
    - Wipe down exterior with disinfectant

✓ **Blender**

- Sterilize blender and blade in the dishwasher
- Wipe down buttons and switches

☐

✓ **Ice maker/trays**

- Dispose of all ice
- Clean and disinfect surface area
- Make fresh ice

☐

✓ **Microwave**

- Clean and disinfect surface area
- Remove and clean turntable
- Wipe down all buttons, and ensure they are functioning

☐

✓ **Toaster**

- Remove all crumbs
- Wipe down knobs and buttons
- Life and clean exterior

☐

✓ **Clean baseboards**

☐

✓ **Wipe all wall smudges**

☐

✓ **Wipe down front and back of any doors in the room**

- Wipe down all doorknobs in the room ★ ★ ★ ★
- Wipe down door trim

☐

✓ **Clean the inside and outside of windows**

- Clean windowsills
- Clean blinds
- Clean window cranks and levers

☐

✓ Wipe down light switches (wall and on lamps) ☐

✓ Wipe down thermostat ☐

✓ Clean/disinfect the cleaning equipment left for guests  
(e.g. broom, vacuum, chemicals) ☐



## Living Room

✓ Use reference photo to ensure furniture is arranged correctly ☐

✓ Remove couch cushion covers and wash / disinfect ☐

- Wear disposable gloves when handling laundry and discard after each use
- Vacuum underneath couch cushions
- Vacuum under couch

✓ Pull out sleeper sofa and vacuum ☐

- Change linens on sleeper sofa
- Replace mattress pad



✓ Wipe down all surfaces ☐

✓ Dust furniture ☐

- Wipe out all drawers inside tables and entertainment center



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- ✓ **Dust TV, Smart-TV box and other associated electronics** ☐
- Wipe down buttons
  - Sanitize remote control
  - Wipe down any DVD's, records, games or other entertainment items accessible to guests
- ✓ **Ensure floors and carpet are spotless** ☐
- Steam mop floors
  - Vacuum carpet
  - Report any stains that need extracting
- ✓ **Clean baseboards** ☐
- ✓ **Wipe down front and back of any doors in the room** ☐
- Wipe down all doorknobs in the room
  - Wipe down door trim
- ✓ **Wipe all wall smudges** ☐
- ✓ **Clean the inside and outside of windows** ☐
- Clean windowsills
  - Clean blinds
  - Clean window cranks and levers
- ✓ **Wipe down light switches (wall and on lamps)** ☐
- ★ ★ ★ ★ ★ ★ ★
- ✓ **Wipe down thermostat** ☐
- ✓ **Wipe down inside of any gas fireplace controls** ☐



## Dining Room

- ✓ **Use reference photo to ensure dining room is arranged correctly** ☐
- ✓ **Wipe down all surfaces** ☐
  - Dust / Sanitize the table
  - Ensure the table is streak free
  - Clean placemats
  - Dust / Sanitize the chairs
  - Dust candle holders
  - Dust any other furniture in the room
- ✓ **Sweep and mop the floors** ☐
  - Clean baseboards
- ✓ **Wipe down front and back of any doors in the room** ☐
  - Wipe down / Sanitize all doorknobs in the room
  - Wipe down door trim
- ✓ **Wipe all wall smudges** ☐
- ✓ **Clean the inside and outside of windows** ☐
  - Clean windowsills
  - Clean blinds
  - Clean window cranks and levers
- ✓ **Wipe down light switches (walls and on lamps)** ☐
- ✓ **Wipe down thermostat** ☐
- ✓ **Wipe down inside of any gas fireplace controls** ☐






## Bedrooms

- ✓ **Ensure the general space is clean and clutter free** ☐
- ✓ **Wipe down all surfaces** ☐
  - Dust lamp bases & shades, fans, and light fixtures
- ✓ **Make sure each bed is clean and guest-ready** ☐
  - Strip all sheets and bedding while wearing disposable gloves
- ✓ **Wash all blankets, bedding, mattress pads, bed skirts, shams** ☐
  - Use the warmest water possible and dry them thoroughly
  - Check the manufacturer's instructions for specific washing and drying instructions
  - Do not shake dirty linens to minimize spreading germs in the air
  - Wipe down headboards and bedframes
  - Flip mattress
  - Pull out the bed from the wall and clean behind & underneath
- ✓ **Change sheets and fit to mattress with flat sheet folded down** ☐
  - Replace all shams and pillowcases
  - Use reference photo to arrange in compliance with brand standards
  - Prop pillows up at 45-degree angle, with opening facing inward
  - Place throw pillows in front of pillows with pillowcases


★ ★ ★ ★ ★ ★ ★
- ✓ **Pull out all furniture from wall and clean behind/underneath** ☐
- ✓ **Wipe down all mirrors and picture frames** ☐
- ✓ **Sanitize TV's and remote controls, Smart-TV box and other associated electronics** ☐

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- ✓ **Wipe out all drawers and chests** ☐
- ✓ **Check the closet for any items that were left behind** ☐
- Sanitize all plastic hangers
  - Dust the shelves
  - Wipe down closet doors and knobs
- ✓ **Clean inside/outside of windows** ☐
- Clean blinds
  - Clean windowsills
  - Clean window cranks and levers
  - Remove any washable curtains and wash them per manufacturer instructions
- ✓ **Scrub all wall smudges** ☐
- ✓ **Clean baseboards** ☐
- ✓ **Wipe down front and back of any doors in the room** ☐
- Wipe down door trim
  - Wipe down all doorknobs in the room
- ✓ **Sweep & vacuum floor** ☐
- ✓ **Wipe down thermostats and window or portable A/C units** ☐
- ✓ **Wipe down inside of any gas fireplace controls** ☐
- ✓ **Empty trash** ☐
- Discard the trash
  - Perform hand hygiene
  - Wipe down all exposed surfaces inside and out on the trash and recycling receptacles
  - Replace bag



## Bathrooms

- ✓ **Clean & sanitize counters** ☐
- ✓ **Clean, scrub, and sanitize sink, backsplash, toothbrush holder, mirror and faucet** ☐
- ✓ **Report an issue if drain is slow** ☐
- ✓ **Clean medicine cabinet inside and out** ☐
  - Check for any items that many have been left behind
- ✓ **Ensure the bathtub and shower are spotless** ☐
  - Clean, scrub and sanitize shower and tub
  - Check for mildew and mold
  - Ensure the tub grout is clean and free of soap scum
  - Wipe down faucet and shower head
  - Ensure the drain is clear
  - Replace the shower liner
- ✓ **Rate the water temperature** ☐
- ✓ **Rate the water pressure** ☐
- ✓ **Restock toiletries (shampoo, conditioner, soap, lotion)** ☐
- ★ ★ ★ ★ ★ ★ ★  
✓ **Wash and replace bathmats & rugs in the warmest water possible and dry them thoroughly** ☐
  - Ensure there is one bathmat per shower/tub

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- ✓ **Ensure the toilet is clean** ☐
- Clean and sanitize toilet, including base, lid and seat
  - Wipe down handle
  - Flush the toilet to ensure there are no leaks and that it drains correctly
  - Replace used toilet paper with brand new roll
  - Ensure there are at least two rolls of toilet paper in the bathroom
- ✓ **Wash all towels** ☐
- ✓ **Clean and sanitize the floor** ☐
- Use the vacuum on tile then mop
  - Clean base boards
- ✓ **Wipe down front and back of any doors in the room** ☐
- Wipe down all doorknobs in the room
  - Wipe down door trim
- ✓ **Wipe all wall smudges** ☐
- ✓ **Clean the inside and outside of windows** ☐
- Clean windowsills
  - Clean blinds
  - Clean window cranks and levers
  - Remove any washable curtains and wash them per manufacturer instructions
- ✓ **Wipe down / Disinfect light switches (wall and lamps)** ☐
- ✓ **Wipe down thermostat** ☐
- ★ ★ ★ ★ ★ ★ ★
- ✓ **Empty trash** ☐
- Discard the trash
  - Perform hand hygiene
  - Wipe down all exposed surfaces inside and out on trash and recycling receptacles
  - Replace bag
- ✓ **Vacuum and clean the bathroom exhaust fan area** ☐
- Wipe down any exterior plastic parts you can reach with bleach solution



## Laundry Room

- ✓ **Wipe down all surfaces** ☐
- ✓ **Check the washer for cleanliness** ☐
  - Make sure the washer is empty
  - Disinfect all buttons/knobs
  - Wipe down the washer and ensure there is no mold in the seal
  - Keep washer door cracked open
- ✓ **Confirm there is enough detergent** ☐
  - Wipe down shared detergent bottle available for guests
- ✓ **Check the dryer for cleanliness** ☐
  - Make sure the dryer is empty
  - Disinfect all buttons/knobs
  - Wipe down the dryer
  - Clean out lint trap
- ✓ **Vacuum around appliances** ☐
- ✓ **Sweep and mop the floor** ☐
  - Clean the base boards
- ✓ **Wipe down front and back of any doors in the room** ☐
  - Wipe down all doorknobs in the room
  - Wipe down door trim
- ✓ **Wipe all wall smudges** ☐
- ✓ **Clean the inside and outside of windows** ☐
  - Clean windowsills
  - Clean blinds
  - Clean window cranks and levers

- ✓ **Wipe down light switches (wall and on lamps)** ☐
- ✓ **Wipe down thermostat** ☐
- ✓ **Wipe down any laundry baskets, soap containers or cleaning bottles** ☐
- ✓ **Empty trash** ☐
  - Discard the trash
  - Perform hand hygiene
  - Wipe down all exposed surfaces inside and out on trash and recycling receptacles
  - Replace bag



## Exterior

- ✓ **Wipe down all exterior doors** ☐
  - Disinfect doorknobs, locks, and keyless entry mechanisms
  - Sweep the patio deck of leaves and debris
- ✓ **Make sure patio furniture is clean and organized** ☐
  - Wipe down all furniture
- ✓ **Sweep the deck and balcony of any debris** ☐
  - Wipe down all handrails and any other commonly touched surfaces
- ✓ **Clean garage area of any debris** ☐
  - Wipe down all exposed surfaces inside and out on trash and recycling receptacles
  - Clean and disinfect cleaning equipment accessible to guests (e.g. mop handles, step stool)
  - Wipe down any guest accessible amenities (e.g. bikes)



- ✓ **Clean exterior of the BBQ grill** ☐
  - Scrub the grates ensuring no food particles are left behind
  - Empty the grease trap
  - Wipe down knobs and handles
  - Wipe down valve on propane tank
  - Disinfect grilling tools
- ✓ **Ensure the hot tub is clean and working correctly** ☐
  - Check that the filter is clean (replace as necessary)
  - Check the condition of the cover
  - Wipe down exposed surfaces including cover handles, controls and locks
- ✓ **Ensure the pool is clean , maintained and working correctly** ☐
  - Remove any leaves from the pool or filter
  - Clean the pool area
- ✓ **Wipe down and Disinfect all Sunbeds** ☐
  - Wipe down / Disinfect all mattress, covers, pillows
  - Change covers and towels
- ✓ **Walk the perimeter of the property checking for any debris** ☐
- ✓ **Make sure exterior lights are working** ☐
  - Wipe down any associated outside light switches
  - Wipe down all GFCI outlets and covers

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