

Deep Cleaning Checklist

Please deep clean every room/area within the building every quarter, whenever it is required or when the room becomes vacant and after a known infection has subsided.

Area (e.g. room number, communal area):

Date:

Name:

Please initial after every relevant task to confirm that it has been completed

Tasks to be completed	Initials	Comments e.g. faults
Remove cobwebs from room, corners etc.		
Damp dust all areas including top of wardrobe, cupboards etc.		
Damp dust the bed frame and headboard		
Move bed and/or furniture (with help)hoover thoroughly		
Clean window, frame and sill . Remove radiator cover if required and clean inside and outside the radiator.		
Clean wooden chair(s), shampoo seats (date label under seat), and table(s) including legs		
Polish furniture & ornaments		
Wipe all paintwork e.g. doors & skirting		
Clean commode including frame		
Clean tiles, mirror & extractor fan		
Clean toilet, frame, sink etc.		
Clean all cupboards in and out. Check lining paper replacement if appropriate.		
Clean mattress		
Shampoo carpet		
Shampoo all soft furnishings and place a date label under the item.		
Wash curtains/blinds		
Mop floors and dry		
Other (please specify)		

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Sign to confirm all complete: _____