

## Your Cleaning Checklist

- **Ventilate rooms before you clean.**  
Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
- **Wash your hands thoroughly before and after each cleaning.**  
Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 60% alcohol.
- **Wear disposable gloves while you clean.** Gloves should be thrown out after each cleaning. And make sure to wash your hands immediately after gloves are removed.
- **Stock up on paper towels, disinfectant wipes, and other disposable cleaning supplies.** If you prefer to clean with reusable products, machine-wash them at the highest heat setting appropriate for the material.
- **Clean, then disinfect.** Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
- **Use the right disinfectant.** Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants registered by the Environmental Protection Agency are believed to be effective against the coronavirus.

- **Focus on frequently touched surfaces.**  
Light switches, doorknobs, remote controls, and faucet handles are just a few of the areas you'll need to disinfect. (Check out our list of frequently touched surfaces on the next page.)
- **Don't forget about sofas, rugs, drapes, and other soft, porous surfaces.**  
Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions.
- **Wash all linens at the highest heat setting recommended by the manufacturer.**  
That includes bed sheets, mattress covers, hand and bath towels, kitchen towels, and blankets. Wear gloves when handling dirty laundry.
- **Clean and disinfect laundry baskets and hampers.**  
Consider using a liner that's either disposable or machine washable.
- **Empty the vacuum cleaner after every cleaning.**  
Disinfect the vacuum cleaner, along with other cleaning appliances like the dishwasher and washing machine.
- **Remember to check the expiration dates on your supplies.**  
And never mix household bleach with ammonia or other cleaning solutions—doing so can release toxic gases.

## **What to clean and disinfect**

Pay special attention to these frequently touched surfaces.

### **General:**

- Doorknobs
- Fans and lamp chains
- Garbage and recycling bins
- Hairdryers
- Ironing boards and irons
- Keys
- Light switches
- Railings
- Remote controls
- Tabletops
- Thermostats
- Window sills and window handles

### **Kitchen:**

- 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
- Appliances: coffee maker, oven, pressure cooker, toaster, Microwave, Blender & Dishwasher
- Cabinet handles and pulls
- Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.
- Hard-backed chairs
- Kitchenware that isn't dishwasher safe: ceramic bowls, kids' plasticware, etc.

- Sinks
- Wipe down the faucet
- Clean and polish the inside of the sink
- Run faucet to test for hot water
- Clean under kitchen sink – including caddy and cleaning products.
- Clean garbage disposal by running it with dish soap

### **Living Room:**

- Remove couch cushions and vacuum cushions and underneath
- Vacuum under couch
- Pull out sleeper sofa and vacuum Replace mattress pad
- Wipe down all surfaces
- Dust furniture
- Dust TV, SmartTV box and other associated electronics
- Wipe down buttons
- Wipe out all drawers inside tables and entertainment center
- Sanitize remote control
- Wipe down any DVDs, records, games or other entertainment items accessible to guests
- Ensure floors and carpet are spotless
- Steam mop floors
- Wipe down all doorknobs in the room
- Wipe down door trim
- Vacuum carpet
- Clean baseboards
- Wipe all wall smudges
- Wipe down front and back of any doors in the room
- Clean the inside and outside of windows-Clean window cranks and levers & windowsills.
- Clean blinds
- Wipe down light switches (wall and on lamps)
- Wipe down thermostat
- Clean fireplace and controls (if any)

## **Dining Room:**

- Wipe down all surfaces
- Dust the table
- Ensure the table is streak free
- Clean placemats
- Dust the chairs
- Dust or clean any décor items
- Dust any other furniture in the room
- Sweep and mop the floors

## **Bathroom:**

- Clean, scrub, and sanitize sink, backsplash, toothbrush holder, mirror counter and faucet
- Clean & Sanitize under sink including cleaning supplies and caddy.
- Shampoo, conditioner, body wash, and soap dispensers
- Shower curtains and doors
- Showers and tubs
- Toilets
- Make sure toilet plunger & brush kit are clean

## **Bedroom:**

- Hangers and luggage racks
- Nightstands
- Dresser & Drawers
- Lamp's and switches

## **Utility Room:**

- Broom handle & dust pan & Mop
- Vacuum Cleaner
- Washer/Dryer Unit
- Dehumidifier

## **Other Amenities:**

- Bikes
- Books
- Toys
- Board Games
- artwork & mirrors in each room

## **Garage & Exterior:**

- Ping Pong Tables
- Grills & Grill Tools
- Wipe down all exterior doors
- Sweep the deck and balcony of any debris
- 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
- Clean garage area of any debris
- Wipe down all exposed surfaces inside and out on trash and recycling receptacles
- Wipe down all handrails and any other commonly touched surfaces
- Step Stools