



PRS PlayBook - The Alliance



Colour Coding

To maintain PRS Household Services' rigorous hygiene standards, please use the following colour coding, ensuring that certain cleaning products and equipment are only used in specific areas.

RED		Cleaning high-risk areas, such as toilets and urinals.
------------	---	--

Red represents high-risk and is used to denote areas such as toilets and urinals, as well as washroom floors.

YELLOW		Cleaning in lower-risk areas, such as bathroom sinks.
---------------	--	---

While red products are used for washroom toilets and floors, yellow products are used for other washroom surfaces and sinks, ensuring no cross-contamination between the two (despite being in the same vicinity).

GREEN		Cleaning food preparation areas such as kitchens.
--------------	---	---

Green is used for food preparation areas such as kitchens. Uncooked fish and meat pose a high risk of cross-contamination. Therefore, it is crucial to segregate cleaning materials used in these areas.

BLUE		General-purpose cleaning, such as mirrors & windows.
-------------	---	--

Blue is used for low-risk areas, such as classrooms and offices. Since there is a low risk of cross-contamination, these products can be used for a wide range of surfaces, including desks, hallways, window ledges and general dusting and polishing.

Weekly Cleaning Checklist 1/2

Kitchen

- Clean and disinfect surfaces
- Wipe units, including cooker, hob, fridge, microwave, kettle & toaster
- Dirty dishes put to the dishwasher and run if full
- Clean dishes stored in cupboards
- Clean kitchen sink & tap
- Replace bin bags
- Replace tea towels
- Ensure that Fairy dishwasher liquid is full
- Ensure that 5 dishwasher tablets & blue cloths are available
- Ensure that a roll of paper towel is available



Bathrooms

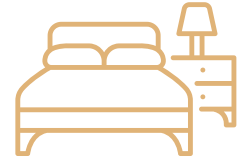
- Clean and disinfect surfaces & wipe bathroom units (outside)
- Clean and disinfect shower & bath
- Clean and disinfect toilet
- Clean bathroom sink & tap
- Clean mirrors & glasses
- Replace towels
- Ensure that 2 of each toiletry & 1 soap are available
- Ensure that 3 toilet rolls are available (1 in the handle & 2 extra)



Weekly Cleaning Checklist 2/2

Bedrooms

- Dust, clean and disinfect surfaces (including lamps)
- Vacuum and mop bedroom floor (including under furniture)
- Change linens, clean and make the beds
- Clean skirting boards (every 3 weeks)



Living Room

- Dust, clean and disinfect surfaces
- Clean and disinfected tv, tv stand, coffee table & lamps
- Vacuum rugs & under the sofa



Hot Press & Wardrobe

- Ensure that 4 toilet rolls are available
- Check if 1 full set of linen is available (report if replacement is needed)



Laundry Room

- Ensure that at least half a box of washing tablets are available



Turnover Checklist 1/4

Kitchen

- Clean and disinfect surfaces
- Clean kitchen units, including microwave, kettle & toaster (inside & outside)
- Empty and clean all shelves and drawers
- Empty and clean fridge (inside & outside)
- Deep clean oven, stovetop, cooker hood & filter
- Put dirty to the dishwasher and run if full
- Wash and polish cutlery
- Clean dishes stored in cupboards
- Clean splashback
- Clean dishwasher & filter
- Clean kitchen sink & tap
- Replace bin bags and clean bins (inside & outside)
- Replace tea towels
- Replace dishwasher sponge
- Ensure that Fairy dishwasher liquid is full
- Ensure that 5 dishwasher tablets & blue clots are available
- Set up welcome pack
- Ensure that 1 roll of paper towel is available
- Ensure that 2 coffee pods are available
- Ensure that a full jar of tea is available
- Ensure that a full jar of sugar & sweetener is available
- Ensure that 1 unit of salt is available
- Ensure that 1 unit of pepper is available
- Ensure that 1 unit of olive oil is available
- Ensure that 1 unit of black bags is available



Please refer to the Kitchen Appendix for guidance (p. 8-10)

Turnover Checklist 2/4

Bathrooms

- Clean and disinfect surfaces & bathroom units
- Clean and disinfect shower/ bath
- Clean and disinfect toilet
- Clean sink (including under sink) & polish tap
- Descale as required
- If the sink/ bath or shower drain is blocked, use treatment as required
- Clean bathroom tiles (including inside shower)
- Clean mirrors & glasses
- Replace towels
- If necessary, change the toilet brush
- Ensure that 2 of each toiletry & 1 soap are available
- Ensure that 3 toilet rolls are available (1 in the handle & 2 extra)



Please refer to the Bathroom Appendix for guidance (p. 11-12)

Bedrooms

- Dust, clean & disinfect surfaces (including lamps)
- Clean wardrobe (inside & out)
- Vacuum and mop bedroom floor (including under furniture)
- Change linens, clean and make the beds
- Clean skirting boards
- Ensure that 1 travel adapter/ bedroom is available
- Ensure that 1 bottle of water/ bedroom is available
- Ensure that 1 snack bar/ bedroom is available
- Set up welcome cards on beds facing the entrance



Please refer to the Bedroom Appendix for guidance (p. 13)

Turnover Checklist 3/4

Living Room

- Clean and disinfect surfaces (including tv, tv stand, coffee table & lamps)
- Vacuum and mop living room floor (including under furniture)
- Clean all chairs (including chair legs)
- Clean woodwork (including skirting boards)
- Clean all pictures, mirrors frames & ceiling lamps
- Vacuum rugs & sofa
- Replace dirty pillows



Please refer to the Living Room Appendix for guidance (p. 14)

Hot Press & Wardrobe

- Ensure that 4 toilet rolls are available
- Ensure that 1 full set of linen is available (report if replacement is needed)
- Ensure that 20 hangers and a hair dryer is available



Please refer to the Hot Press & Wardrobe Appendix for guidance (p. 15)

Laundry Room

- Ensure that a full box of washing tablets is available
- Clean washing machine & dryer (inside, outside & behind)
- Clean washing machine & dryer drawers and check filters (in deep clean only)
- Change hoover bags (in deep clean only)



Please refer to the Laundry Room Appendix for guidance (p. 16)

Turnover Checklist 4/4

General

- Move and clean underneath all furniture & units such as beds and couches
- Ensure that all floors are vacuumed and mopped
- Ensure that cobwebs are removed
- Ensure that wall marks are removed
- Ensure that woodwork, including skirting boards are clean
- Ensure that all vents are cleaned
- Ensure that all switches & sockets are cleaned
- Ensure all radiators are cleaned (including behind radiators) (in deep clean only)
- Ensure that all vents are cleaned (in deep clean only)
- Check light bulbs & replace them if needed
- Remove all unwanted items
- Wash all blankets & cushions cases as required (in deep clean only)
- Clean all windows & window frames (in deep clean only)
- Ensure that the internet is in working order
- Ensure that the tv (including controller) is in working order
- Ensure that all lights are in working order, replace bulbs if needed
- Leave all blinds open
- Leave all doors open using door wedges



For further information, please refer to the following Appendix sections containing room-specific guide images (p. 8-16). Should you have questions, please contact your team leader.

Turnover Appendix 1/9

Kitchen Appendix 1/3



Turnover Appendix 2/9

Kitchen Appendix 2/3



Turnover Appendix 3/9

Kitchen Appendix 3/3



Turnover Appendix 4/9

Bathroom Appendix 1/2



Turnover Appendix 5/9

Bathroom Appendix 2/2



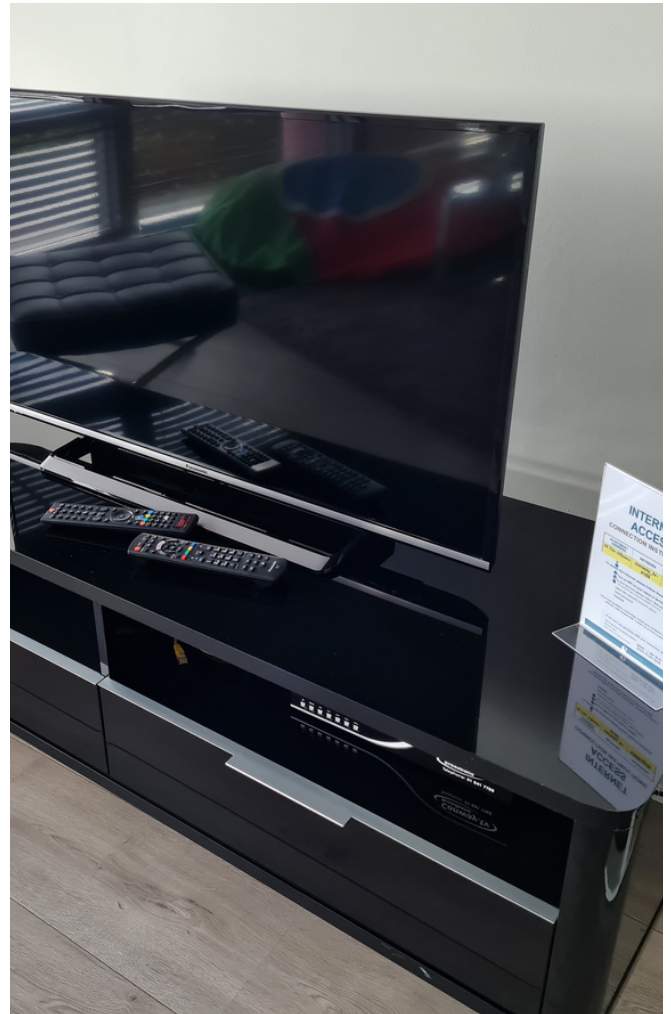
Turnover Appendix 6/9

Bed Room Appendix 1/1



Turnover Appendix 7/9

Living Room Appendix 1/1



Turnover Appendix 8/9

Hot Press & Wardrobe Appendix 1/1



Turnover Appendix 9/9

Laundry Room appendix 1/1

