

# stepworks

## Chore List

DATE: \_\_\_\_\_

All chores must be completed by 9:30 a.m.

Client name		(initials) Client	Staff
	<p><b>Morning kitchen duty:</b></p> <ul style="list-style-type: none"> <li>• Make fresh coffee till 1:30 p.m.</li> <li>• Clean microwave</li> <li>• Empty trash cans and wipe lids</li> <li>• Dishes done and put away by 9:30 a.m. &amp; 1:30 p.m.</li> <li>• Clean food bar and chairs after meals</li> <li>• Clean window sills</li> <li>• Make sure the stoves have new tin foil lined in the ovens</li> <li>• Wash coffee pots and clean coffee station</li> <li>• Clean sinks</li> <li>• Wipe down kitchen cabinets inside and out</li> <li>• Clean out fridge and freezer, cleaning out leftovers, checking expiration dates, washing interior shelves, and washing exterior of fridge, dishwasher, and stoves</li> </ul> <p>9:30am _____ 1:30PM _____</p>		
	<p><b>Evening kitchen duty:</b></p> <ul style="list-style-type: none"> <li>• Dishes done and put away by 6:30 p.m. &amp; 10:00 p.m</li> <li>• Trash from kitchen &amp; bathroom taken out before curfew</li> <li>• Wipe trash can lids</li> <li>• Clean food bar &amp; chairs after meals</li> </ul> <p>6:30 p.m. _____ 10:00 p.m. _____</p>		
	<p><b>Refrigerator/ freezer:</b></p> <ul style="list-style-type: none"> <li>• Clean out leftovers</li> <li>• Check expiration dates</li> <li>• Wash interior shelves and door storage area</li> <li>• Wash exterior sides and top</li> </ul>		
	<p><b>Dining room:</b></p> <ul style="list-style-type: none"> <li>• Wipe off table and chairs</li> <li>• Sweep and mop floors</li> <li>• Clean window sills and dust off picture frames</li> </ul>		
	<p><b>Laundry room:</b></p> <ul style="list-style-type: none"> <li>• Wipe off washer and dryer</li> <li>• Dust and organize cabinets</li> <li>• Sweep &amp; mop floors</li> <li>• Wash glass in door to entrance of the garage and door leading to outside of house</li> </ul>		

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	<p><b>Common area</b></p> <ul style="list-style-type: none"> <li>• Dust tables and mantle</li> <li>• Vacuum rugs</li> <li>• Broom sweep wood floor</li> <li>• Swiffer jet floor</li> <li>• Wash interior glass doors leading to enclosed patio</li> <li>• Wash mirror at front door entrance</li> <li>• Dust and mop small hallway by the client phone closet (You are responsible for this area all day)</li> </ul>		
	<p><b>¼ bathroom off of laundry room (Ask for and wear gloves):</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop floor</li> <li>• Clean around the toilet, inside the toilet, and lid</li> <li>• Wash sink and basin and mirror</li> <li>• Wipe out window sill</li> <li>• Replenish toilet paper and soap</li> <li>• Empty trash can</li> </ul>		
	<p><b>Guest bathroom off entrance (Ask for and wear gloves):</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop floors</li> <li>• Empty trash</li> <li>• Clean sinks</li> <li>• Wipe down cabinets</li> <li>• Clean mirrors</li> <li>• Clean around the toilet, inside the toilet, and lid</li> <li>• Clean baseboards</li> <li>• Wash light fixtures</li> <li>• Rinse out bathtub</li> <li>• Replenish toilet paper and soap</li> </ul>		
	<p><b>Visitors waiting area/ client phone area:</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop floors</li> <li>• Dust furniture, picture frames, and phone chair</li> <li>• Wipe window sills</li> <li>• Empty trash</li> </ul>		
	<p><b>Upstairs group room:</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop floors and stairwell</li> <li>• Wipe window sills</li> <li>• Dust furniture</li> <li>• Empty trash and replace trash liner (<b>using gloves</b>)</li> </ul>		
	<p><b>House-wide trash (use gloves):</b></p> <ul style="list-style-type: none"> <li>• Collect all trash from staff/ client areas <b>except opposite gender dorm</b></li> <li>• Ask staff to accompany you into office areas</li> <li>• Complete and take trash to dumpster by 9:30 a.m</li> </ul>		
	<p><b>Screened-in porch area:</b></p> <ul style="list-style-type: none"> <li>• Sweep floors and mop with water</li> <li>• Wash glass tops of tables</li> <li>• Wash shelves</li> <li>• Straighten cushions on chairs</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Clean glass on double doors that lead inside to common area</li> </ul>		
	<p><b>Stairwell and hall (FOR FEMALE CLIENTS):</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop</li> <li>• Wipe down banister</li> <li>• Clean baseboards</li> </ul>		
	<p><b>Bathroom (FOR FEMALE CLIENTS):</b></p> <ul style="list-style-type: none"> <li>• Ask for gloves</li> <li>• Sweep and mop floor</li> <li>• Clean shower area</li> <li>• Clean sink and sink cabinet</li> <li>• Wash baseboards</li> <li>• Wipe light fixtures</li> <li>• Clean around the toilet, inside the toilet, and lid</li> <li>• Empty trash and replace liner</li> <li>• Replenish paper products</li> </ul>		
	<p><b>Stairwell (FOR MALE CLIENTS):</b></p> <ul style="list-style-type: none"> <li>• Sweep, dust, and mop stairs</li> <li>• Wipe down banisters</li> </ul>		
	<p><b>Male dorm bathroom (FOR MALE CLIENTS):</b></p> <ul style="list-style-type: none"> <li>• Ask for gloves</li> <li>• Sweep and mop floor</li> <li>• Wash shower</li> <li>• Clean around the toilet, inside the toilet, and lid</li> <li>• Clean sink and sink cabinet</li> <li>• Clean baseboards</li> <li>• Empty trash</li> </ul>		
	<p><b>Garage area:</b></p> <ul style="list-style-type: none"> <li>• Sweep and mop</li> <li>• Wipe down exterior of freezer</li> </ul>		
	<p><b>Indoor plants:</b></p> <ul style="list-style-type: none"> <li>• Water all indoor plants on Sunday</li> <li>• Ask staff to accompany you to staff offices</li> </ul>		
	<p><b>12-step meeting setup and cleanup:</b></p> <ul style="list-style-type: none"> <li>• Arrange chairs</li> <li>• Make coffee and set out sugar, etc.</li> <li>• Clean up after meeting</li> <li>• Put away chairs</li> <li>• Clean up dishes and trash</li> </ul>		