

Daily, NOC Shift Cleaning Checklist - Common Areas -The Amber

(Initial each area that has been cleaned each evening)

_____ **Vacuum all resident hallways and stair wells (including along baseboards and back of common area doors) before 11:00 PM each night being as quiet as possible**

Front Lobby

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Wipe/Disinfect Counters and shelves
- _____ Wipe down/spot clean furniture
- _____ Clean/Disinfect door knobs/handles, hand rails
- _____ Sweep and Mop, clean and disinfect floors

Private Dining Room

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Wipe/Disinfect Tables, Counters, chairs and shelves
- _____ Clean/Disinfect door knobs/handles, & fixtures
- _____ Vacuum floor

Dining room

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Wipe/Disinfect Tables, Counters and shelves
- _____ Wipe down appliances, coffee pot, popcorn machine, radio, etc.
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
- _____ Sweep and Mop, clean and disinfect floors

Break Room

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash & declutter
- _____ Wipe/Disinfect Tables, Counters and Shelves
- _____ Clean/disinfect sink
- _____ Wipe down appliances, refrigerators, microwaves, toasters etc.
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- _____ Sweep and Mop, clean and disinfect floors

Laundry Room

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Wipe/Disinfect Tables, Counters and shelves
- _____ Clean/disinfect sink
- _____ Wipe down washers and dryer's careful attention to the doors and inside
- _____ Empty dryer lint traps & vacuum behind the dryers.
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- _____ Sweep and Mop, clean and disinfect floors

Daily, NOC Shift Cleaning Checklist - Common Areas -The Amber

(Initial each area that has been cleaned each evening)

2nd floor common areas and activity room

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles, & fixtures
- _____ Sweep and Mop, clean and disinfect floors
- _____ Vacuum carpet

Common Bathrooms & Spa room (break room, both 1st floor rest rooms)

- _____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- _____ Empty trash
- _____ Wipe/Disinfect Sink, Counters and shelves
- _____ Clean/Disinfect toilet
- _____ Clean mirror
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- _____ Sweep and Mop, clean and disinfect floors

Beauty Shop; Clean and Dirty Utility Rooms; Front offices & RN office

- _____ Vacuum or sweep and mop floors
- _____ Wipe down and dust surfaces
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
- _____ Empty trash

Elevator

- _____ Wipe down and dust surfaces
- _____ Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
- _____ Sweep and Mop elevator floor. clean elevator tracks on both floors

Areas that need Maintenance or deep cleaning attention

Staff Signature: _____

Date: _____

Turn completed form into the Administrator at end of shift.