Senior living common areas: what we clean

Walk the shared and staff spaces with your director and tick each one.

Community _____ **Address** _____

Walked by _____ **Date** _____

Entry and reception

- ☐ Entry doors and sidelights
- ☐ Reception desk, sign-in station and visitor seating
- ☐ Artwork frames, lamps and window sills dusted
- ☐ Lobby floor vacuumed or mopped, walk-off mats lifted
- ☐ Flowers and resident artwork left where placed
- ☐ Lobby restrooms, elevator cabs and mail area

Dining rooms

- ☐ Tables and chair seats wiped after each service
- ☐ Crumbs cleared from under every table
- ☐ Beverage station area wiped
- ☐ Chairs returned as arranged, walker spaces kept open

Activity and gathering rooms

- ☐ Craft tables after projects
- ☐ Library bookshelves and game cabinets dusted
- ☐ Media room seating vacuumed
- ☐ Salon floors swept and mopped, sinks and counters wiped
- ☐ Chapel or quiet room

Corridors and common restrooms

- ☐ Hallway carpet vacuumed edge to edge
- ☐ Handrails wiped along their full length
- ☐ Kick plates and shelves beside apartment doors
- ☐ Corridor lighting and picture rails dusted
- ☐ Hard corridors damp-mopped in sections with a dry path open
- ☐ Restroom grab bars, fixtures, partitions and floors
- ☐ Paper, soap and liners refilled

Offices and staff rooms

- [ ] Administrative and business office desks
- [ ] Nurse station counters and staff break rooms
- [ ] Trash and recycling emptied, floors cleaned
- [ ] Files, charts and resident records left untouched

Floors and daytime help

- [ ] Corridor carpet extracted wing by wing
- [ ] Vinyl and tile scrubbed or stripped and refinished overnight
- [ ] Afternoon day porter for restrooms, glass and the lobby

Notes