Senior living common areas: what we clean

Walk the shared spaces with this sheet and tick each one you have checked.

Community _____ **Address** _____

Walked by _____ **Date** _____

Front entrance and lobby

- ☐ Entry glass, door pulls and push plates
- ☐ Front desk and visitor sign-in area
- ☐ Lobby furniture dusted and straightened
- ☐ Lobby floor vacuumed or mopped
- ☐ Handrails, elevator buttons, switches and chair backs wiped
- ☐ Public restrooms on the common floors

Dining room

- ☐ Tables, chair seats and arms wiped after a meal
- ☐ Crumbs vacuumed or swept up
- ☐ Room set back for the next sitting
- ☐ Beverage stations and servery counter
- ☐ Dining-room restroom

Hallways

- ☐ Full corridor length vacuumed or mopped
- ☐ Rails and door hardware in common corridors
- ☐ Wall marks from wheelchairs and walkers spot-cleaned

Activity and program rooms

- ☐ Tables and craft surfaces wiped
- ☐ Library shelves dusted
- ☐ Chapel and salon chairs set straight
- ☐ Fitness and therapy mats, benches and touchpoints
- ☐ Room floors finished

Staff and business offices

- ☐ Director's and sales offices, paperwork left alone
- ☐ Break room counters and appliance fronts
- ☐ Locker areas
- ☐ Staff restrooms
- ☐ Trash and recycling bins emptied

Events and floor care

- [ ] Lobby glass, restrooms and dining room readied before an event
- [ ] Tables, bins and floors reset afterward
- [ ] Wet-floor signs wherever a floor is damp
- [ ] Overnight carpet extraction in dining room and corridors
- [ ] Lobby tile refinishing

Notes