# Senior living common area cleaning: what we clean

Bring this sheet on a walk of the shared rooms and mark each area as it is covered.

**Community** _____ **Address** _____

**Walked by** _____ **Date** _____

## Lobby and reception

- ☐ Entry glass and push plates polished
- ☐ Mats vacuumed and shaken out
- ☐ Reception desk and sign-in station wiped
- ☐ Arms and cushions of lobby seating cleaned
- ☐ Artificial plants, frames and cabinet tops dusted by hand
- ☐ Lobby restrooms cleaned and refilled with towels, tissue and soap
- ☐ Elevator cabs, call buttons and wall grab bars wiped

## Dining room and servery

- ☐ Tables wiped after the evening meal
- ☐ Chair seats, backs and arms cleaned
- ☐ Crumbs vacuumed from upholstered chairs
- ☐ Dropped food picked up under the tables
- ☐ Hard floors cleaned with a product that leaves no slick film
- ☐ Private dining room reset
- ☐ Servery counters, beverage station and sneeze guards wiped
- ☐ Midday visit between lunch and dinner, if added

## Lounges, activity rooms and library

- ☐ Glue and paint marks cleared from tables
- ☐ Puzzle and game shelves dusted
- ☐ Library, chapel and theater furniture, lamps and sills dusted
- ☐ Carpet vacuumed in sitting areas
- ☐ Chapel or theater visit before a special event, if added

## Corridors

- ☐ Handrails wiped end to end
- ☐ Door frames and kick plates cleaned of scuffs
- ☐ Corridor carpet or vinyl kept up
- ☐ Hallway carpet extracted wing by wing, if added

## Staff and admin spaces

- [ ] Break room tables, microwaves, fridge doors and sinks cleaned
- [ ] Administrator and marketing offices dusted and emptied
- [ ] Staff restrooms and locker areas kept in order
- [ ] Shared desks and phones wiped
- [ ] Service corridor vinyl scrubbed or refinished in sections, if added

## Pace around residents

- [ ] Machines run mid-morning and early afternoon
- [ ] Wet floors signed and dried before use
- [ ] Carts parked out of the walking path
- [ ] No cords across a hallway
- [ ] Furniture returned exactly where it was

## Notes