

Senior living common areas: what we clean

Walk shared and staff spaces with your executive director and mark each room's days.

Community _____ Address _____

Walked by _____ Date _____

Entrance and lounges

- ☐ Front door glass and door pushes
- ☐ Sign-in desk
- ☐ Entry mats vacuumed
- ☐ Armchairs and sofa cushions vacuumed
- ☐ Lamp bases, side tables and card tables
- ☐ Decorations and artwork left where staff placed them

Activity rooms and quiet rooms

- ☐ Tables cleaned and chairs straightened after classes
- ☐ Art supplies left as arranged
- ☐ Library, chapel and theater room on rotation
- ☐ Pianos, shelves and frames dusted
- ☐ Screens wiped with a screen cloth

Dining room

- ☐ Chair seats, arms and legs wiped
- ☐ Under tables cleaned
- ☐ Condiment and beverage counters
- ☐ Upholstered chair spills spot-treated
- ☐ Patio door glass and window ledges
- ☐ Private dining room after each event

Corridors and floors

- ☐ Handrails wiped along the full run
- ☐ Elevator buttons and door hardware
- ☐ Wet floors signed and left dry
- ☐ Periodic scrub, burnish or strip-and-refinish
- ☐ Marble and terrazzo cleaned and polished

Staff spaces and restrooms

- ☐ Break room tables, microwave and fridge handles
- ☐ Staff restrooms and locker areas restocked
- ☐ Offices and tour office dusted and vacuumed
- ☐ Public restrooms near the lobby and dining room

Timing

- ☐ Day porter between meals
- ☐ Evening crew for heavier work
- ☐ Added porter shift for visiting days

Notes
