Senior living common area cleaning: what we clean

Walk the shared rooms with your housekeeping lead and tick each space to schedule.

Community _____ **Address** _____

Walked by _____ **Date** _____

Dining room

- ☐ Room reset after each scheduled meal service
- ☐ Tabletops, chair arms and seats wiped
- ☐ Crumbs vacuumed from upholstered chairs and carpet
- ☐ Floor mopped under and between tables
- ☐ Service station counters cleaned
- ☐ Private dining room touched up around family events

Lounges and activity rooms

- ☐ Library, activity room, salon or chapel dusted
- ☐ Glass and mirrors cleaned
- ☐ Upholstery vacuumed and trash removed
- ☐ Puzzles, crafts and personal items left in place
- ☐ Main lounge and guest restrooms before an open house

Corridors and elevators

- ☐ Handrails wiped from end to end
- ☐ Door handles, light switches and elevator buttons
- ☐ Picture frames and ledges dusted
- ☐ Hallway carpet vacuumed in full
- ☐ Vinyl or tile mopped behind a caution sign, left to dry

Floors

- ☐ Lounge and hallway carpet: hot-water extraction
- ☐ Spot treatment on carpet
- ☐ Vinyl corridors stripped and refinished by wing
- ☐ Marble or terrazzo entry cleaned and polished

Offices and entry

- ☐ Business and admin offices on the schedule
- ☐ Entry touched up before holiday brunches
- ☐ Bins emptied and furniture set back after events

How the crew works

- [ ] Quiet equipment where residents rest
- [ ] Carts parked clear of walking routes
- [ ] Cords tucked against the wall
- [ ] Products and fragrances per your written procedures
- [ ] Supervisor findings passed to your housekeeping lead

Notes