

# Solutions!

For Your Training Needs



## Daily Cleaning Tasks

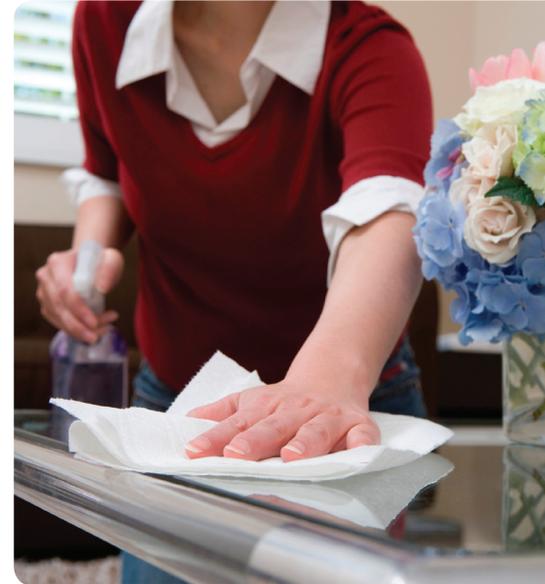
Many of your cleaning responsibilities are scheduled on a daily, weekly, quarterly, and yearly basis. Without a schedule, many of these tasks would probably not get done. Adherence to these various cleaning schedules not only provides residents with a clean and healthy environment, but also contributes to each individual's sense of dignity.

Keep in mind that schedules are guidelines and may change. This is especially true in an assisted living residence. While it is important to keep on schedule, it is just as important to be flexible and willing to work with unplanned situations that may arise. The main goal is to serve the needs and preferences of the residents. When their situations and preferences change, understand the schedule may be affected.

There are no set rules on how to clean. The best approach to cleaning is one which is efficient and makes sense to you. Plan to spend about 15 minutes in each apartment for daily cleaning. Once the resident's apartment is finished, wash your hands and continue on to the next apartment.

SeniorLivingU is pleased to make available to you a template for the recommended daily cleaning schedule for resident apartments. This schedule has been adapted from SLU's *Housekeeping in Assisted Living*. Additional space has been provided to allow for customization, should your facility have other areas to include.

To learn more about *Housekeeping in Assisted Living* or any other instructional guides from SeniorLivingU, please visit [www.seniorlivingu.com](http://www.seniorlivingu.com) or call our office at 1-800-258-7030.



## Daily Cleaning Tasks: Resident Apartment Checklist

| Area                            | Step   |
|---------------------------------|--|
| <b>Bathroom</b>                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace towels and put soiled ones in the laundry bag.</li> <li><input type="checkbox"/> Change the toilet paper roll, if necessary, and start the new roll by lifting the glued edge.</li> <li><input type="checkbox"/> Clean:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Sink</li> <li><input type="checkbox"/> Counter</li> <li><input type="checkbox"/> Mirror</li> <li><input type="checkbox"/> Toilet seat</li> </ul> </li> <li><input type="checkbox"/> Wipe up any water on the floor with a sponge.</li> </ul> |
| <b>Bedroom and living areas</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the bed for dampness.               <ul style="list-style-type: none"> <li><input type="checkbox"/> If wet, change the linens, and make a note to report the situation.</li> </ul> </li> <li><input type="checkbox"/> Make the bed.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace decorative pillows, extra blankets, other personal items.</li> </ul> </li> </ul>   |
| <b>Kitchen</b>                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash dirty dishes.</li> <li><input type="checkbox"/> Wipe down using a damp cloth:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Counter</li> <li><input type="checkbox"/> All appliances</li> <li><input type="checkbox"/> Cabinet doors</li> </ul> </li> </ul>   |
| <b>Other</b>                    | <ul style="list-style-type: none"> <li><input type="checkbox"/> Straighten living areas according to the resident's preferences.</li> <li><input type="checkbox"/> Empty all wastebaskets.</li> <li><input type="checkbox"/> If ashtrays are permitted, empty all of them.</li> <li><input type="checkbox"/> Returned windows and curtains to the position they were in.</li> <li><input type="checkbox"/> Turn off all lights.</li> <li><input type="checkbox"/> Gather all supplies, trash, and dirty linens.</li> </ul>   |