

Senior living common areas: cleaning checklist

Take this around the shared and staff rooms with your administrator.

Community _____ Address _____
Walked by _____ Date _____

Entrance, lobby and lounges

- ☐ Front entrance glass
- ☐ Reception counter
- ☐ Lobby and lounge seating, chair arms included
- ☐ Libraries, chapels and quiet rooms
- ☐ Activity and craft rooms, once the program ends
- ☐ Salon and fitness room
- ☐ Personal belongings left where they were found

Dining room

- ☐ Tables wiped one by one after the last seating
- ☐ Chairs pushed in
- ☐ Floor finished and dry before breakfast
- ☐ Spills and table touch-ups between meals, with a day porter

Corridors and elevators

- ☐ Corridor handrails
- ☐ Elevator buttons
- ☐ Door levers and light switches
- ☐ EPA-registered disinfectant left wet for the label dwell time
- ☐ Corridor carpet vacuumed in the quiet windows you mark
- ☐ Wet-floor signs out on damp floors
- ☐ Half the hallway mopped at a time, leaving a dry lane
- ☐ Carts and cords kept tight to the wall

Public restrooms

- ☐ Grab bars wiped
- ☐ Fixtures, counters and floors
- ☐ Paper and soap topped up from our stock or your closet

Staff and admin rooms

- ☐ Break room counters, sinks, microwaves and tables
- ☐ Bins taken out to the enclosure
- ☐ Locker room floors and staff restrooms
- ☐ Administrative offices
- ☐ Door codes and sign-in steps followed
- ☐ Rooms needing a staff member present entered only with one

Floor projects

- ☐ Hot-water carpet extraction, one wing or lounge at a time
- ☐ Carpet spots treated when found
- ☐ Dining and activity room hard floors machine scrubbed
- ☐ Worn VCT stripped and given new finish
- ☐ An open route to dining kept during floor work

Notes
