Daily, NOC Shift Cleaning Checklist – Bridgecreek memory Care
(Initial each area that has been cleaned each evening)

Community
_____ Vacuum all resident hallways (including along baseboards and back of public area doors) before 11:00 PM each night being as quiet as possible
_____ Clean exit doors and windows, chairs and benches.
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall décor, blinds, baseboards, fake plants, table tops, lamps, hand rails, furniture and other items.
_____ Spot clean upholstery.

Front Lobby & behind Reception area
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, wall dispensers, and other items.
_____ Empty trash & clean trash container
_____ Wipe/Disinfect counters, shelves, entry doors
_____ Clean/Disinfect door knobs/handles, hand rails, and fixtures
_____ Vacuum floors, spot clean upholstery & carpet

Living Room
_____ Light dusting/disinfecting: light fixtures, vents, TV, wall decor, baseboards, fake plants, table tops & bases, wall dispensers, and other items.
_____ Empty trash & clean trash container
_____ Wipe/Disinfect sink, counters, shelves, cupboards
_____ Wipe down/spot clean furniture wash, dry and replace chair covers
_____ Clean/Disinfect all door knobs/handles, hand rails, and fixtures
_____ Vacuum/Sweep floors, spot clean upholstery

TV/Activity Room
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops & bases, wall dispensers, and other items.
_____ Empty trash & clean trash container
_____ Wipe/Disinfect counters, shelves, windows, doors
_____ Wipe down/spot clean furniture
_____ Clean/Disinfect all door knobs/handles, hand rails, and fixtures
_____ Vacuum/sweep floors, spot clean upholstery

Private Dining Room
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, wall dispensers, and other items.
_____ Empty trash & clean trash can
_____ Wipe/Disinfect tables, table bases and chairs
_____ Clean/Disinfect Windows, doors, door knobs/handles, & fixtures
_____ Sweep/Mop hard floors
1st Dining room
- Light dusting/disinfecting: Vents, window ledges, wall decor, Ptac, blinds, baseboards, counter tops, and fake plants
- Empty trash & clean garbage container
- Wipe/Disinfect food cart, tables, chairs, counters, and table base
- Clean/Disinfect windows, handrails, door knobs/handles & fixtures
- Sweep/Mop hard floors

2nd Dining room
- Light dusting/disinfecting: Vents, window ledges, wall decor, Ptac, blinds, baseboards, counter tops, and fake plants
- Empty trash & clean garbage container
- Wipe/Disinfect food cart, tables, chairs, counters, and table base
- Clean/Disinfect windows, handrails, door knobs/handles & fixtures
- Sweep/Mop hard floors

3rd Dining room
- Light dusting/disinfecting: Vents, window ledges, wall decor, Ptac, blinds, baseboards, counter tops, and fake plants
- Empty trash & clean garbage container
- Wipe/Disinfect food cart, tables, chairs, counters, and table base
- Clean/Disinfect windows, handrails, door knobs/handles & fixtures
- Sweep/Mop hard floors

Break Room
- Light dusting/disinfecting: light fixtures, vents, wall decor, baseboards, wall dispensers, and other items.
- Empty trash & declutter
- Wipe/Disinfect Tables, chairs, counters and shelves
- Clean/disinfect sink
- Wipe down appliances (inside and out), refrigerators, microwaves, toasters etc.
- Clean/Disinfect door, door knobs/handles
- Sweep and Mop, clean and disinfect floors

Laundry Room
- Light dusting/disinfecting: light fixtures, vents, baseboards, wall dispensers, and other items.
- Empty trash & clean trash container
- Wipe/Disinfect tables, counters, shelves, and cupboards
- Wipe down washers and dryer’s careful attention to the doors and inside
- Empty dryer lint traps & vacuum behind the dryers.
- Clean/Disinfect door knobs/handles, laundry carts
- Sweep and Mop, clean and disinfect floors

Common Restrooms – restock with toilet paper, soap and paper towels
- Light dusting/disinfecting: light fixtures, vents, wall decor, baseboards, wall dispensers, and other items.
- Empty trash & clean trash container
- Clean/Disinfect mirror, sink, toilet, counters and shelves
- Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- Sweep and Mop, clean and disinfect floors
Wash Bedding and laundry
Launder aprons, wash cloths, and hand towels and fold and return to kitchen
Check Hoyer lift Battery and make sure charging
Assure all unused walkies are turned off and charging

Areas that need Maintenance or deep cleaning attention

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Staff Signature: ___________________________ Date: ___________________________

Turn completed form into the Administrator at end of shift.