Daily, NOC Shift Cleaning Checklist - Public Areas - Moran Vista A Building

(Initial each area that has been cleaned each evening)

Community
_____ Vacuum all resident hallways and stairwells (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.

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

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, cupboards, windows, doors
_____ Wipe down/spot clean furniture
_____ Clean/Disinfect all appliances, door knobs/handles, hand rails, and fixtures
_____ Vacuum floors & spot clean upholstery, sweep & mop hard floor.

Computer Room
_____ Light dusting or railing, countertops, TV, fake plants.
_____ Sweep and mop floors
_____ Wipe chairs, and computers, keyboards

Private Dining Room & Conference Room
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, hutch, bottles, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
_____ Empty trash
_____ Wipe/Disinfect tables, buffet, and chairs
_____ Clean/Disinfect Windows, doors, door knobs/handles, & fixtures
_____ Vacuum & spot clean carpet. Spot clean chairs

Dining room
_____ Light dusting/disinfecting: Vents, window ledges, wall decor, blinds, baseboards, counter tops, fake plants, table tops, lamps, and juice machine.
_____ Empty trash & clean garbage container
Wipe/Disinfect tables, chairs, counters, and table base
Clean/Disinfect windows, handrails, door knobs/handles & fixtures
Vacuum and spot clean floors, Sweep/Mop hard floors

Break Room – Second floor
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, refrigerators, microwaves, toasters etc.
Clean/Disinfect door, door knobs/handles
Sweep and Mop, clean and disinfect floors

Laundry Room All floors
Light dusting/disinfecting: light fixtures, vents, baseboards, wall dispensers, and other items.
Empty trash & clean trash container
Wipe/Disinfect tables, chairs, 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

2nd floor public areas and activity room
Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, baseboards, fake plants, lamps, wall dispensers, and other items.
Empty trash & clean trash container
Clean/Disinfect windows, doors, tables, chairs, table bases, door knobs/handles, pool table & fixtures
Sweep and mop, clean and disinfect floors, vacuum carpet
Clean appliances, refrigerator, sink, oven (inside and out)

2nd floor Movie Theater
Light dusting/disinfecting: light fixtures, screen, vents, wall decor, baseboards, fake plants, and other items.
Empty trash & clean trash container
Clean/Disinfect doors, chairs, door knobs/handles
Vacuum carpet and spot clean

2nd floor Exercise room
Light dusting/disinfecting: light fixtures, TV, vents, wall decor, window ledges, baseboards, fake plants, exercise equipment and other items.
Empty trash & clean trash container
Clean/Disinfect doors, door knobs/handles, counters, sink, and cupboards.
Vacuum carpet and spot clean

3rd floor public areas and Library
Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, baseboards, fake plants, lamps, wall dispensers, book shelves, books and other items.
Empty trash & clean trash container

Clean/Disinfect windows, doors, tables, chairs, table bases, door knobs/handles & fixtures

Vacuum carpet & spot clean

Common Restrooms

Light dusting/disinfecting: light fixtures, vents, wall decor, baseboards, fake plants, wall dispensers, and other items.

Empty trash

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

Elevator

Wipe down and dust surfaces

Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures

Sweep and Mop elevator floor. clean elevator tracks on all floors

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.