Daily, NOC Shift Cleaning Checklist - Public Areas - Moran Vista BCD
(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 carpet and 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 and door tracks.
_____ Clean/Disinfect door knobs/handles, hand rails, and fixtures
_____ Vacuum floors, spot clean upholstery & carpet

BCD 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
_____ Clean/Disinfect all door knobs/handles, hand rails, and fixtures
_____ Vacuum floors, spot clean upholstery & carpet

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 door knobs/handles, hand rails, and fixtures
_____ Vacuum floors, spot clean upholstery & carpet

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

**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 juice machines, 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
- Wear/Disinfect sink
- Wipe down appliances, 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

**Theater Room**
- Light dusting/disinfecting: light fixtures, TV, vents, wall decor, baseboards, window sill, fake plants, shelves and other items.
- Empty trash & clean trash container
- Clean/Disinfect doors, chairs, tables and table bases, door knobs/handles & window
- Vacuum carpet and spot clean

**Library**
- Empty trash & clean trash container
- Clean/Disinfect windows, doors, tables, chairs, table bases, door knobs/handles & fixtures
- Vacuum carpet & spot clean
- Wipe down and spot clean furniture

**Common Restrooms**
- 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
Areas that need Maintenance or deep cleaning attention

Staff Signature: ___________________  Date: _________________________

**Turn completed form into the Administrator at end of shift.**