Daily, NOC Shift Cleaning Checklist - Public Areas - Moran Vista MCU

(Initial each area that has been cleaned each evening)

Community
_____ Vacuum and spot clean 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.
_____ Wipe down and spot clean furniture
_____ Sweep/Mop hard floors
_____ Empty trash & clean trash container
_____ Clean/Disinfect door knobs/handles, hand rails, and fixtures

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

Common Restroom, Storage & tub room.
_____ 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

_____ Clean all Wheelchairs and Walkers

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.