Daily, NOC Shift Cleaning Checklist - Common Areas - The Amber
(Initial each area that has been cleaned each evening)

_____ Vacuum all resident hallways and stair wells (including along baseboards and back of common area doors) before 11:00 PM each night being as quiet as possible

**Front Lobby**
- Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- Empty trash
- Wipe/Disinfect Counters and shelves
- Wipe down/spot clean furniture
- Clean/Disinfect door knobs/handles, hand rails
- Sweep and Mop, clean and disinfect floors

**Private Dining Room**
- Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- Empty trash
- Wipe/Disinfect Tables, Counters, chairs and shelves
- Clean/Disinfect door knobs/handles, & fixtures
- Vacuum floor

**Dining Room**
- Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- Empty trash
- Wipe/Disinfect Tables, Counters and shelves
- Wipe down appliances, coffee pot, popcorn machine, radio, etc.
- Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
- Sweep and Mop, clean and disinfect floors

**Break Room**
- Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- Empty trash & declutter
- Wipe/Disinfect Tables, Counters and Shelves
- Clean/disinfect sink
- Wipe down appliances, refrigerators, microwaves, toasters etc.
- Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- Sweep and Mop, clean and disinfect floors

**Laundry Room**
- Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
- Empty trash
- Wipe/Disinfect Tables, Counters and shelves
- Clean/disinfect sink
- Wipe down washers and dryer’s careful attention to the doors and inside
- Empty dryer lint traps & vacuum behind the dryers.
- Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
- Sweep and Mop, clean and disinfect floors
2nd floor common areas and activity room
___ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
___ Empty trash
___ Clean/Disinfect handrails, grab bars, door knobs/handles, & fixtures
___ Sweep and Mop, clean and disinfect floors
___ Vacuum carpet

Common Bathrooms & Spa room (break room, both 1st floor rest rooms)
___ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, wall dispensers, and other items.
___ Empty trash
___ Wipe/Disinfect Sink, Counters and shelves
___ Clean/Disinfect toilet
___ Clean mirror
___ Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
___ Sweep and Mop, clean and disinfect floors

Beauty Shop; Clean and Dirty Utility Rooms; Front offices & RN office
___ Vacuum or sweep and mop floors
___ Wipe down and dust surfaces
___ Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
___ Empty trash

Elevator
___ Wipe down and dust surfaces
___ Clean/Disinfect handrails, grab bars, door knobs/handles & fixtures
___ Sweep and Mop elevator floor. clean elevator tracks on both 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.