Daily Cleaning Checklist - Common Areas - Valley View ALF
(Initial each area that has been cleaned)

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

Front Lobby
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, fake plants, table tops, lamps, furniture and other items.
_____ Empty trash
_____ Wipe/Disinfect Counters and shelves
_____ Clean/Disinfect handrails, grab bars, door knobs/handles, fixtures & towel racks
_____ Vacuum floors & spot clean upholstery

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

Dining room
_____ Light dusting/disinfecting: window ledges, wall decor, blinds, baseboards, fake plants, table tops, wall dispensers, water fountains and other items.
_____ Empty trash
_____ Wipe/Disinfect Tables, Counters, shelves and sink.
_____ Clean/Disinfect door knobs/handles, fixtures and clean windows
_____ Vacuum and spot clean floors
_____ Wipe down chairs and clean any spots on upholstery

Break Room
_____ Light dusting/disinfecting: Vents, wall decor, baseboards, fake plants, table tops, wall dispensers, and other items.
_____ Empty trash
_____ Wipe/Disinfect sink, tables, counters, shelves, door handles, lockers, chairs
_____ Wipe down appliances, refrigerators, microwaves, pop machine and coffee pot
_____ Sweep and Mop, clean and disinfect floors.

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Laundry Room
_____ Light dusting/disinfecting: baseboards, wall dispensers, counters and other items.
_____ Empty trash
_____ Clean/disinfect sink, wash basin, carts and hopper
_____ Wipe down washer and dryer’s careful attention to the doors and inside
_____ Empty dryer lint traps & vacuums behind the dryers.
_____ Clean/Disinfect door knobs/handles, fixtures
_____ Sweep and Mop, clean and disinfect floors

Activity room
_____ Light dusting/disinfecting: Book shelves, window ledges, wall decor, blinds,
baseboards, fake plants, table tops, TV, TV stand, and other items.
_____ Empty trash & wipe down garbage pail
_____ Clean/Disinfect door knobs/handles, chairs & clean windows and doors
_____ Sweep and mop floor

Common Bathrooms & Spa room
_____ Light dusting/disinfecting: wall decor, baseboards, wall dispensers, and other
items.
_____ Empty trash & wipe down garbage pail
_____ Clean/Disinfect Sink, Counters, toilet and shelves
_____ Clean mirror
_____ Clean/Disinfect grab bars, door knobs/handles, fixtures & towel racks
_____ Sweep and Mop, clean and disinfect floors

Beauty Shop; Clean and Dirty Utility Rooms; Front offices
_____ Sweep and mop hard floors, vacuum & spot clean carpet
_____ Wipe down and dust surfaces, chairs, countertops, window ledge, & copier
_____ Clean/Disinfect sink, door knobs/handles, clean mirror & fixtures
_____ Empty trash & wipe trash cans

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Staff Signature: _____________________ Date: _______________________

Turn completed form into the Administrator at end of shift.