Daily Cleaning Checklist - MCU - Valley View
(Initial each area that has been cleaned)

_____ Vacuum all resident hallways (including along baseboards and back of common area doors) before 11:00 PM each night being as quiet as possible. Wipe down all handrails and door knobs.

Dining room/Living area
_____ Light dusting/disinfecting: light fixtures, vents, window ledges, wall decor, blinds, baseboards, hand rails, fake plants, table tops, lamps, wall dispensers, TV, PTAC, and other items.
_____ Empty trash
_____ Wipe/Disinfect Tables, Counters, cupboards, appliances, sink,
_____ Clean/Disinfect grab bars, door knobs/handles, clean windows
_____ Vacuum and spot clean floors, sweep and mop hard surface floors
_____ Wipe down chairs and clean any spots on upholstery

Laundry Room & Janitor Room
_____ Light dusting/disinfecting: baseboards, wall dispensers, and other items.
_____ Empty trash & wipe down trash can
_____ Wipe/Disinfect Counters and cupboard, wash windows, clean the mop station
_____ Clean/disinfect sink and hopper
_____ Wipe down washers and dryers (inside and outside and hinges)
_____ Empty dryer lint traps & vacuums behind the dryers.
_____ Clean/Disinfect door knobs/handles, fixtures
_____ Sweep and Mop, clean and disinfect floor

Common Bathroom
_____ Light dusting/disinfecting: wall decor, baseboards, hand rails, other items.
_____ Empty trash & wipe down trash can
_____ Wipe/Disinfect Sink, Counters and drawers
_____ Clean/Disinfect toilet
_____ Clean mirror
_____ Clean/Disinfect door knobs/handles, & fixtures
_____ Sweep and Mop, clean and disinfect floor

Med Room & RN Station
_____ Light dusting/disinfecting: baseboards, counter, shelves, chairs and cupboard
_____ Empty trash & wipe down trash can
_____ Wipe/Disinfect Sink, phone, coffee pot, & Med cart
_____ Vacuum, Sweep and Mop, clean and disinfect floor

List any items that require maintenance attention.
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Staff Signature: ____________________________  Date: ____________________________

Turn completed form into the Administrator at end of shift.