**Daily Checklist:**

**Assisted Living**

* Clean model room
* Dust and Sweep front entrance
* Deep Clean all common bathroom areas
* Trash pick up
  + Beauty shop
  + Common area (exercise room, front door)
  + Common bathrooms
  + Staff Offices
* Walk through/dust and touch up common areas
  + Activity Room
  + Living Room
  + Dining Room
  + Small Living areas
* Ensure all cleaning product dispensers are full
  + Diversity products
  + Virex disinfectant cleaning spray

**Memory Care**

* Clean model room
* Dust and Sweep front entrance
* Deep Clean all common area bathroom
* Trash pick up
  + Beauty shop
  + Common area
  + Staff Bathrooms
  + Staff Offices
* Walk through/dust and touch up common areas
  + Conference Room
  + Living Room
  + Dining Room

**Weekly Schedule:**

**Saturday**

Salon Deep Clean

Tidy, dust, and pick up all resident rooms

**Tuesday**

Activity Room in AL and Conference Room in MC deep clean

**Wednesday**

All AL empty rooms deep clean

**Thursday**

All MC empty rooms deep clean

**Friday**

Common areas, Living areas deep clean

\*\*Deep Cleaning includes:

Sweeping

Mopping

Wipe down all surfaces (base boards, counters, dusting)

Windows

Vacuuming