**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