**6:00 am- 2:00 pm Shift Assignment Sheet**

**\*Each of these tasks MUST BE COMPLETED by the end of each shift. Initial and sign off after each task is complete.\***

-Clock in and get report from previous shift

-Count NARCs

-Get pager, walkie talkies, wand, and tablet passed along. Complete a walk-through of the house making sure residents are dry, dishes are washed and put away

-Get residents up and properly dressed and/or showered if ready for the day

-Remind and/or assist all residents with brushing, flossing and rinsing teeth

-Record vital signs for the residents (get weight the 1st and 15th of each month)

-Assist the cook with pouring coffee and juices for breakfast

-After breakfast 1 staff will wash the dishes as the other staff removes the residents from the dining room. Be sure the dining room is clean and ready for the next meal (sweep and wipe down tables)

-Put away all completed laundry hanging and folded in the bins in residents’ rooms

-10:00 fill hydration cart, offer water or lemonade and a snack

-Assist with morning activity as scheduled by the Life Enrichment Director. On Sat and Sun refer to the activity calendar

-11:30 begin to bring resident to dining room for lunch. Chef to plate the food, CG to place plates on the table

-After lunch 1 staff will wash the dishes as the other staff removes the residents from the dining room. Be sure the dining room is ready for the next meal. (sweep and wipe down tables)

-Be sure all the trash is picked up in the home including the kitchen, bio room, resident room/ bathroom and replace with a liner

-Complete a walk through of the home 30 minutes before shift change making sure all chores are complete and residents are dry and safe

-Complete ADLs

-Fill out 24-hour book

-Clock out no later than 5 minutes after your shift

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2:00 pm- 10:00 pm Shift Assignment Sheet**

**\*Each of these tasks MUST BE COMPLETED by the end of each shift. Initial and sign off after each task is complete.\***

-Clock in and get report from previous shift

-Count NARCs

-Pass meds if needed—communicate with previous shift

-Get pager, wand, walkie talkies and tablet passed along. Complete a walk-through of the house making sure residents are dry, dishes are washed and put away

-Complete required showers for the day

-Begin deep cleaning for the required rooms (Monday-101-104, Tuesday-105-108, Wednesday-109-112, Thursday 113-116, Friday 117-120, Saturday 121-124, Sunday 125-128) \*\*See Deep Cleaning Checklist for details\*\*

-Assure all rooms are tidy everyday

-Pull hangers from rooms and place in laundry room

-3:00 fill hydration station, offer water or lemonade and a snack

-Assist with afternoon activity as scheduled by the Life Enrichment Director. On Sat and Sun refer to the activity calendar

-Set up Dining room for Dinner

-Vacuum carpet areas of the home (Activity room, (3) living room areas, staff office)—couches if needed

-Start a load of laundry for kitchen (napkins, tablecloths)

-BM chart-go around and ask residents

-Sundays: Spray and sweep patios front and back and both entrances at the sides

-Assist Cook with serving plates and drinks

-After dinner 1 staff will wash dishes and 1 staff will remove residents from dining room

-Complete dishes, washed and put away in the proper place

-All resident need to be changed into sleeping clothes and dirty linen need to be placed into the laundry room

-Remind and/or assist residents with brushing flossing and rinsing their teeth

-All residents that require an alarm need to be placed on them in the bed testing them to make sure they work

-Be sure all trash is picked up in the home including the kitchen, bio room, resident room/bathroom trash and a new liner is placed

- Complete a walk through of the home 30 minutes before shift change making sure all chores are complete and residents are dry and safe

-complete ADLs

-Fill out 24-hour book

-Clock out no later than 5 minutes after your shift

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10:00 pm- 6:00 am Shift Assignment Sheet**

**\*Each of these tasks MUST BE COMPLETED by the end of each shift. Initial and sign off after each task is complete.\***

-Clock in and get report from previous shift

-Count NARCs

-Get pager, wand, walkie talkies and tablet passed along. Complete a walk-through of the house making sure residents are dry, dishes are washed and put away

-Record the medication fridge temperature on log sheet

-Deep clean activity room, salon, staff bathroom, sunroom/day room (windows), entry way, backdoor

-START and COMPLETE laundry for the night, DO NOT MIX RESIDENTS LAUNDRY. **Be sure to clean out the dryer vents after every load**

-Sweep/Mop all floor areas of the home, the kitchen, med room, laundry room, salon, restroom

-Organize the facility towel/sheet closet and biohazard closet

-Deep clean kitchen including the counter tops, coffee/tea area, microwave, trash area, sink, refrigerator, pantry

-Clean storage room

-Deep clean laundry room and wipe out baskets

-Wipe out washer (rubber)

-Prep the dining room table with silverware for breakfast

-Prepare the juices and start coffee

-Be sure all trash is picked up in the home including the resident room, bathrooms, bio room and kitchen. Replace trash can liners

-Complete a walk- through of the home 30 minutes before shift change making sure all chores are complete and residents are dry and safe

-Complete ADLs

-Fill out 24-hour book

-Clock out no later than 5 minutes after your shift

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resident Bedroom Deep Cleaning Checklist**

1. **Bathroom**
	1. Scrub the sink and counter around it
	2. Clean mirrors
	3. Scrub toilet inside and out
	4. Wipe down cabinets
	5. Dust base boards
	6. Scrub the shower from top to bottom, shower head, shower bench, bars
	7. Straighten up items in bathroom
2. **Closet**
	1. Wash Top Shelf
	2. Straighten up any items in closet
	3. Vacuum floor
3. **Room**
	1. Make sure furniture looks nice, no stains or dust
	2. Tidy up all items in room
	3. Scrub baseboards
	4. Wash windows and window seals
	5. Dust blinds
	6. Wipe down/dust walls, TV—especially corners and ceiling.
	7. Wipe down doors inside and outside
4. **Kitchenette area**
	1. Wipe down
	2. Dust Shelves
	3. Clean refrigerator inside and out
	4. Clean microwave inside and out
	5. Clean sink
5. **Trash**
	1. Pick up any trash anywhere in the room
6. **Floors**
	1. Mop bathroom (bedroom if not carpet)
	2. Vacuum in room and make sure all corners are cleaned
	3. Closet Floor

**Deep Cleaning Schedule**

|  |  |
| --- | --- |
| Monday | Rooms 101-104 |
| Tuesday | Rooms 105-108 |
| Wednesday | Rooms 109-112 |
| Thursday | Rooms 113-116 |
| Friday | Rooms 117-120 |
| Saturday | Rooms 121-124 |
| Sunday | Rooms 125-128 |

 **\*\*Must be done and will be checked randomly by manager\*\***