SF Janitorial

PRINTABLE CHECKLIST

Rehab and treatment programs: what we clean

Walk each floor with this sheet and mark the rooms your program uses.

Program _____ **Address** _____

Walked by _____ **Date** _____

Front of house

- ☐ Entry glass
- ☐ Reception counter
- ☐ Waiting chairs
- ☐ Visitor restroom cleaned and restocked
- ☐ Family or visiting room

Resident rooms

- ☐ Furniture tops and sills dusted
- ☐ Switches and door hardware wiped
- ☐ Mirrors
- ☐ Small bins emptied
- ☐ Floor finished
- ☐ Clothing, papers and keepsakes left as found
- ☐ Visits timed to morning groups or meals

Bathrooms and showers

- ☐ Wall tile and shower floors scrubbed
- ☐ Hair lifted from drains
- ☐ Fixtures descaled
- ☐ Toilets and sinks disinfected
- ☐ Toilet paper, soap and paper towels restocked

Group and counseling space

- ☐ Tabletops and armrests in group rooms
- ☐ Fabric chairs vacuumed
- ☐ Markers and tissue boxes squared away
- ☐ Meditation room kept uncluttered
- ☐ Counseling offices after the last client

Dining and kitchenettes

- ☐ Tables and seat backs
- ☐ Counters and sink
- ☐ Microwave and refrigerator fronts
- ☐ Coffee station
- ☐ Bins taken to the building's carts
- ☐ Full kitchen, if your program cooks

Protocol and periodic work

- ☐ Disinfection list and frequency from your protocol
- ☐ Only products your protocol allows on site
- ☐ Terminal clean after a discharge, if booked
- ☐ Staff offices: cleared desk space only
- ☐ Corridor and dining floors through floor care

Notes