SF Janitorial

PRINTABLE CHECKLIST

Senior living common areas: what we clean

Mark the shared rooms to include as you tour the community.

Community _____ **Address** _____

Walked by _____ **Date** _____

Entry and tour route

- ☐ Entry glass and door hardware
- ☐ Reception desk and sign-in counter
- ☐ Waiting seating dusted and vacuumed
- ☐ Entry mat cleared of grit
- ☐ Front benches and walkway swept
- ☐ Elevator buttons, cab walls and lobby landings
- ☐ Extra attention on tour days

Dining room

- ☐ Tables, chair seats and arms
- ☐ Crumbs cleared from upholstered seats
- ☐ Walls and wainscoting near tables spot-cleaned
- ☐ Floor left dry before the next meal
- ☐ Servery counters, beverage stations and sneeze guards
- ☐ Nearby restrooms cleaned and restocked

Lounges and activity rooms

- ☐ Armchairs and sofas vacuumed
- ☐ Side tables and lamp bases dusted
- ☐ Bookshelves and game tables
- ☐ Interior door glass and sunroom windows
- ☐ Chapel kept as arranged
- ☐ Fitness room handles, mats and benches
- ☐ Salon, theater or event room on days in use

Hallways

- ☐ Handrails end to end
- ☐ Door levers and light switches
- ☐ Corridor carpet vacuumed to the baseboards
- ☐ Hard floors mopped in sections with signs out
- ☐ Carpet extraction and floor care a wing at a time

Staff and admin spaces

- [ ] Break room tables, counters and sink
- [ ] Microwave and refrigerator fronts
- [ ] Staff restrooms and changing areas
- [ ] Administrative and marketing offices
- [ ] Conference rooms
- [ ] Soap, paper towels and liners restocked

Notes