

Senior community shared spaces: what we clean

Walk the shared rooms with your executive director and tick each one with its timing.

Community _____ Address _____
Walked by _____ Date _____

Lobby and visitor restroom

- ☐ Entry glass and push plates cleared of prints
- ☐ Sign-in counter and pens wiped
- ☐ Lounge chairs and side tables dusted
- ☐ Visitor restroom cleaned and restocked
- ☐ Entry handrails and elevator call buttons
- ☐ Entry mat vacuumed or swapped

Dining room

- ☐ Tables cleared of crumbs and wiped after the chosen service
- ☐ Chair seats, arms and legs
- ☐ Floor under each table swept and mopped
- ☐ Beverage stations, condiment counters and serving-line fronts
- ☐ Private dining room reset after each booking

Corridors

- ☐ Handrails wiped along their full length
- ☐ Baseboards and door frames dusted
- ☐ Carpet runners vacuumed, drips spot-treated
- ☐ Seating nooks and windowsills
- ☐ Wet-mopping in halves, signs out, dry lane kept open

Activity rooms and the library

- ☐ Craft tables and counters cleaned, chairs straightened
- ☐ Piano and bookshelves dusted
- ☐ Chapel, library, salon and theater room on your rotation

Staff areas and offices

- ☐ Break room counters, sinks and appliance handles
- ☐ Locker rooms and staff restrooms
- ☐ Admin and marketing offices, papers left as found
- ☐ Common restrooms cleaned and stocked

Timing and deeper work

- ☐ Hallways before breakfast or after the evening program
- ☐ Machine work only at hours the director picks
- ☐ Carpet extraction in hallways and lounges
- ☐ Strip-and-wax where dining or craft rooms have tile
- ☐ Day porter for lobby, restrooms and dining, if wanted

Notes
