Senior living common areas: what we clean

Tour the shared spaces with your director and mark each one for the plan.

Community _____ **Address** _____

Toured by _____ **Date** _____

Lobby and welcome desk

- ☐ Entry glass and reception counter polished
- ☐ Lobby furniture, frames and silk plants dusted
- ☐ Sign-in tablet, guest book and brochure stand wiped
- ☐ Family lounges straightened
- ☐ Visitor restroom cleaned, paper and soap refilled

Dining rooms

- ☐ Table tops, chair arms and seats wiped after each meal
- ☐ Condiment station and beverage area cleaned
- ☐ Floor swept and mopped before the next sitting
- ☐ Private dining room added on booked days

Activity rooms, salon, library and chapel

- ☐ Craft tables and cabinet pulls wiped after the day's program
- ☐ Activity supplies left where the team keeps them
- ☐ Salon counters, chairs, sinks and floor, hair cleared from corners
- ☐ Library shelves dusted without reshuffling books
- ☐ Chapel or quiet room cleaned

Corridors and memory care common rooms

- ☐ Hard floors mopped in short stretches, dry lane kept open
- ☐ Carpeted halls vacuumed with low-noise machines
- ☐ Handrails, elevator buttons, door levers and switches wiped
- ☐ Memory care lounges and activity space at times staff suggest
- ☐ Familiar objects put back exactly where they were

Staff rooms and administrative wing

- ☐ Break room counters, microwave, fridge handles and tables
- ☐ Desks and phones wiped, wastebaskets emptied
- ☐ Conference room reset, office restrooms cleaned
- ☐ Charts, resident files and screens left unread

Scheduled floor work

- [ ] Dining and hallway vinyl stripped and refinished one wing a night
- [ ] Carpeted lounges and corridors extracted
- [ ] Route from apartments to dining kept open

Notes