

Treatment program building: what we clean

Walk the building with your program director and check the rooms in your plan.

Program _____ Address _____

Walked by _____ Date _____

Resident bedrooms

- ☐ Cleaned on the schedule your staff sets
- ☐ Hard surfaces and furniture wiped
- ☐ Floors vacuumed or damp-mopped
- ☐ Wastebaskets emptied
- ☐ Personal belongings left untouched
- ☐ Discharge turnover: mattress covers, frames, closets, drawers, sills

Shared restrooms and shower rooms

- ☐ Fixtures and partitions scrubbed
- ☐ Shower walls and floors
- ☐ Drains cleared of buildup
- ☐ Mirrors polished
- ☐ Dispensers refilled

Lounges, group and visiting rooms

- ☐ Lounges and TV rooms dusted
- ☐ Upholstery spot care
- ☐ Group rooms reset after sessions
- ☐ Tables and whiteboards wiped
- ☐ Tissue boxes and wastebaskets handled
- ☐ Family visit rooms ready before visiting hours

Dining and kitchenettes

- ☐ Cleaned after the last meal
- ☐ Tables, chairs and counters
- ☐ Microwaves and refrigerator handles
- ☐ Trash out before morning

Offices and entrance

- ☐ Admissions and staff offices
- ☐ Lobby and visitor waiting area
- ☐ Front entrance given extra attention

Your house rules and periodic work

- ☐ Your products, color-coded cloths and room order
- ☐ Terminal clean after an illness or discharge
- ☐ Restricted areas and room-use hours
- ☐ Knock and announce at occupied rooms
- ☐ Vinyl corridors stripped and refinished
- ☐ Carpeted lounges and group rooms extracted

Notes
