Senior community common areas: what we clean

Walk the shared rooms with your administrator and set how often each one is done.

Community _____ **Address** _____

Walked by _____ **Date** _____

Lobby, mailroom and entry

- ☐ Entry and vestibule glass, inside and out
- ☐ Reception counter
- ☐ Lobby seating and side tables
- ☐ Walk-off mats vacuumed
- ☐ Mailroom counters and package shelves
- ☐ Lobby done early, before families arrive

Lounges and activity rooms

- ☐ Lounge, library and card room tables wiped
- ☐ Upholstered chairs vacuumed
- ☐ Bins emptied
- ☐ Puzzles, books and projects left in place
- ☐ Multipurpose room reset after the last event
- ☐ Salon, fitness room or chapel if added

Dining rooms

- ☐ Tabletops, chair frames and seat edges
- ☐ Host stand and beverage stations
- ☐ Floor under every table
- ☐ Carpet spills spot-treated each visit
- ☐ Ledges, chair rails and servery bases weekly
- ☐ Private dining room reset after a party

Corridors and elevators

- ☐ Handrails wiped along the whole run
- ☐ Door levers, switch plates and call buttons
- ☐ Elevator cab walls, rails and floors
- ☐ Sitting nooks and elevator alcoves
- ☐ Staff stairwells
- ☐ Dry path kept open to the dining room

Staff rooms, offices and guest restrooms

- ☐ Staff break rooms and locker rooms
- ☐ Sales office and administration suite
- ☐ Tour and move-in meeting offices
- ☐ Guest restrooms by entrance and dining hall
- ☐ Paper, soap and liners, ours or yours

Floors and added visits

- ☐ Hard corridors scrubbed and burnished on a cycle
- ☐ Carpeted wings and dining room extracted
- ☐ Extra visit before an open house or event
- ☐ Day porter for spills, restrooms and entrance

Notes