

CLEANING EXPECTATIONS

It is important for staff to always keep busy! BE CREATIVE! Maintaining a clean and organized living environment is extremely important. Cleaning is a huge responsibility that plays a huge role in all staff members required job duties. These cleaning expectations are to be done and completed by all employees! Any/All “down time” provided in a shift should be spent strictly cleaning!

Cleaning Duties:

- All floors throughout the house should be swept and swiffered and/or carpets should be vacuumed DAILY.
- All walls and railings were wiped down and sanitized.
- Rugs shook out and cleaned under.
- Dishes and laundry being completed on a regular basis.
- Sanitizing all house surfaces.
- The med area should be cleaned every time before meds are administered.
- Windows, mirrors, white boards, etc. cleaned with Windex/Glass cleaner.
- Organizing supply/game/office closets, cupboards, med/bathroom, cabinets.
- Bathrooms: Bathrooms should be getting deep cleaned daily!
 - Toilets are being cleaned: in, on, and around the lid and bowl. Bathroom sinks and counter tops wiped down with bleach. Mirrors, handles, and doorknobs being sanitized. Garbage’s emptied and replaced with new bags. Hand towels washed and replaced regularly. Bathroom floors swept and washed/swiffered thoroughly! With everything, making sure to get corners and under rugs as well as rugs shook out. Showers/bathtubs need to be cleaned and maintained.
- Everything should be dusted and wiped down or sprayed with disinfectant spray DAILY.
 - All surfaces, handles, doorknobs, buttons, phones, remotes, chairs, tables, etc.
 - Office, kitchen, living rooms, dining rooms, entry way, bedrooms, laundry room, stairway, etc.
- Emptying all house garbage can bins & replacing their bags
 - Taking the outdoor garbage cans out to the curb every X (see site info) night. And recycling every other X night.
- Kitchen:
 - Kitchen ovens, microwave, stove top: being taken apart, cleaned, and put back together.
 - Removing microwave plate, stove shelves, etc. and wiping down under everything and all the ins and outsides of the appliance and its parts.
 - Sweeping/wiping down under appliances.
 - All counter surfaces are cleaned with bleach.
 - Organizing kitchen utensils.



Ensuring all sharps are locked up and not left out.

- All dishware needs to be cleaned and put away.
 - All dishes, pots, pans, and cooking tools are organized and put away where they belong.
 - Floors swept and swiffered daily (under stools, tables, chairs, etc.).
- Refrigerators: Kitchen & staff refrigerators should be getting deep cleaned at least once per week!
 - This entails taking everything out of the fridge and freezer and thoroughly wiping down each shelf, corners, sides, walls, drawers, bottom, and top of the fridge. As well as dusting the top of the fridge and sweeping under it.
 - Throw away any leftovers that are 3 or more days old. Check all expiration dates and throw out anything that has expired. Toss anything that is not labeled or dated.
 - Smoking Areas: Smoking areas should be getting cleaned DAILY.
 - Ashtrays/ "buckets" should be emptied SHIFTLY. Ensure that nothing is lit & sweep garage floors – adjust chairs and furniture accordingly.
 - All surfaces need to be sanitized. Remove any misc. objects that were left or forgotten in this area.
 - Bedrooms: Resident bedrooms should be deep cleaned WEEKLY!
 - Rooms need to be vacuumed or swept. Clean clothes are to be folded or hung up. Dirty clothing needs to be put into the laundry. Bedding and sheets need to be washed and replaced with clean sheets. All surfaces need to be dusted and disinfected.
 - Ensure that the Persons Served do not have any contraband hidden or located anywhere in their room.
 - Clean windows, window blinds, and mirrors. Dust shelves, ceiling fans, etc.

Occasionally:

- Washing by Hand: When mopping or washing surfaced by hand ☑ gloves, a rag, and a bucket mixed with hot water and Clorox/Lysol needs to be used.
 - Tile/hard wood floors are to be washed by hand.
 - Kitchen and house cabinets/cupboards need to be washed by hand.
 - Common areas such as the stairways, entry way, and dining room walls should be washed by hand.
- Mopping smoking areas/garage floors, laundry room, entry way, etc.
- Sweeping outdoor walkways.
- Wash common area blankets, rugs, curtains (line dry rugs outdoors or in the laundry room).
- Dust ceiling fans and window blinds.

*Sitting on the couch, watching tv, and or being on your cell phone is NOT part of anyone's job description.



** It is always acceptable to engage in tasks that will improve the home's cleanliness, organization, or overall conveniences. Feel free to suggest alternative ways to rearrange rooms, areas, suggestions for decorations, furniture, updating, etc.

Use your time wisely ☒