

Senior community common area cleaning: what we clean

Tour the shared spaces with your executive director, ticking each line.

Community _____ Address _____
Walked by _____ Date _____

Entrance and lobby

- ☐ Entry glass, push plates and sidelights polished
- ☐ Reception counter and sign-in area wiped
- ☐ Lobby armchairs and side tables dusted
- ☐ Smudges at walker and wheelchair height wiped

Corridors

- ☐ Handrails wiped end to end
- ☐ Door levers, elevator panels and hall benches wiped
- ☐ Runners and carpeted stretches vacuumed
- ☐ Tile and vinyl mopped a stretch at a time
- ☐ Dry lane left open, wet-floor signs in place

Dining room

- ☐ Tabletops and chair arms wiped after breakfast and lunch
- ☐ Crumbs brushed from seat cushions
- ☐ Floor swept and mopped under tables
- ☐ Serving counter and coffee and juice station cleaned
- ☐ Fuller round after dinner for the morning seating
- ☐ Private dining room reset after a family event

Activity rooms, lounges and restrooms

- ☐ Tables and chairs wiped around projects in progress
- ☐ Shelves and piano lid dusted
- ☐ Library, TV lounge, exercise room and chapel on their own cadence
- ☐ Remote controls and recliner arms wiped
- ☐ Common restrooms scrubbed fixtures to floor
- ☐ Paper towels, tissue and soap topped up

Staff offices and break room

- ☐ Office desks wiped around paperwork, nothing read
- ☐ Break room counters, sink, microwave and fridge door cleaned
- ☐ Time clock corner and locker area tidied

Floor care

- ☐ Hot water extraction on long carpeted corridors
- ☐ Activity room and service hall vinyl stripped one wing at a time
- ☐ Seasonal floor care at the main entrance
- ☐ Entry mats watched closely in wet months

Notes
