

Senior community shared spaces: what we clean

Tour the shared spaces with this sheet in hand and tick each line as you confirm it.

Community _____ Address _____
Walked by _____ Date _____

Dining room

- ☐ Tables wiped between seatings
- ☐ Chairs, including the arms residents lean on
- ☐ Crumbs vacuumed from upholstered seats
- ☐ Beverage station and buffet counter
- ☐ Napkin and condiment stations tidied
- ☐ Tile under tables damp-mopped before the next seating
- ☐ Carpet spills spot treated between extractions

Hallways and elevators

- ☐ Handrails wiped full length, both sides
- ☐ Elevator buttons and cab rails
- ☐ Push plates on fire doors
- ☐ Picture frames, ledges and alcove chairs dusted
- ☐ Corridor carpet vacuumed full width
- ☐ Hard corridors mopped one half at a time, with signs out

Front entry and front desk

- ☐ Walk-off mats and the floor beneath
- ☐ Glass doors and sidelights at hand and wheelchair height
- ☐ Furniture by the front desk dusted
- ☐ Mailroom counters and parcel shelves
- ☐ Seating by the entrance wiped

Lounges, activity rooms, salon and fitness

- ☐ Game tables and craft counters
- ☐ Upholstered chairs and sofas vacuumed
- ☐ Bookshelves and TV stands dusted
- ☐ Salon stations, sinks and floor around the chairs
- ☐ Fitness machines and mats wiped
- ☐ Puzzles and projects in progress left as found

Staff and admin spaces

- ☐ Front desk counters
- ☐ Leasing and marketing offices
- ☐ Staff break room
- ☐ Shared restrooms restocked with paper, soap and liners

Periodic floor work

- ☐ Vinyl tile corridors stripped and refinished
- ☐ Stone entries polished
- ☐ Lounge and hallway carpet deep extracted

Notes
