

UPSTAIRS CLEANING CHECK LIST

Date _____

Name _____

We would appreciate your cooperation in making sure the following areas are cleaned. Please check off each area when finished cleaning. Place cleaning list in folder by upstairs phone. The forms will be checked over for completion. All cleaning supplies are in the storage room. Thank you!!

KITCHEN

- ___ Counters wiped after lunch **DO NOT USE SOFT SCRUB ON COUNTERTOPS**
- ___ Make sure ovens are off and CLEAN
- ___ Wash windows
- ___ Refrigerator wiped out, shut off, door opened
- ___ Scrub floor with Lysol cleaner

UTILITY

- ___ Make sure NO FOOD in freezer
- ___ Mop floor with Lysol cleaner

BIG ROOM

- ___ Windex picture window
- ___ Close large window shade
- ___ Close sheers
- ___ Sweep carpet
- ___ PLEASE spot carpet with Spot Out or SNAP
- ___ Turn thermostat down, fan on Auto

BATHROOMS-MENS & WOMENS & HANDICAP

- ___ Unlock dividers
- ___ Empty sanitary napkin containers and wastebaskets
- ___ Clean toilets with brush and NABC cleaner
- ___ Clean countertops and sinks
- ___ MUST mop floor with blue mop and Lysol cleaner
- ___ Please leave door held open with wastebasket

BABY ROOM

- ___ Empty wastebasket (under counter) – **THIS IS USED FOR DIAPERS**
- ___ Check beds, if dirty please wash
- ___ Wipe countertop
- ___ Sweep floor

HALL

- ___ Windex glass doors
- ___ Clean water fountain with Soft Scrub
- ___ Side door shut and locked
- ___ Turn thermostat down, Fan on Auto
- ___ Sweep carpet and spot with Spot Out or SNAP

AS A SAFETY PRECAUTION, PLEASE BE SURE THAT ALL CLEANING SUPPLIES ARE PUT BACK ON THE SHELVES IN THE UPSTAIRS STORAGE ROOM (room with tables & chairs).