reno cleaning co.

PRINTABLE CHECKLIST

Senior living shared spaces: what we clean

Walk the shared spaces with your director and mark when each area sits empty.

Community _____ **Address** _____

Walked by _____ **Date** _____

Lobby and entry

- ☐ Entry glass polished
- ☐ Welcome desk wiped
- ☐ Lobby chairs and side tables wiped
- ☐ Mail area wiped
- ☐ Entry mats and first stretch of floor given extra time

Corridors and elevators

- ☐ Handrails wiped end to end
- ☐ Elevator call buttons and cab panels cleaned
- ☐ Door levers and light switches done
- ☐ Carpet vacuumed along the walls
- ☐ Baseboards, corners and thresholds on a rotation

Dining room

- ☐ Full reset after the last seating
- ☐ Tabletops and chair seats wiped
- ☐ Floor beneath each table checked for spills
- ☐ Floor vacuumed and damp-mopped
- ☐ Serving counters and beverage station outsides cleaned

Activity and shared rooms

- ☐ Activity rooms, library nook and chapel
- ☐ Beauty salon and exercise room
- ☐ Laundry machines wiped outside and lint swept
- ☐ Mail and package rooms
- ☐ Resident computer corner

Common restrooms

- ☐ Sanitized every visit
- ☐ Refilled with paper, soap and liners

Staff and admin areas

- [ ] Admin and sales offices
- [ ] Desktops and counters cleaned
- [ ] Bins emptied and relined
- [ ] Staff break room sinks and tables
- [ ] Staff restrooms

Timing

- [ ] Vacuums kept off during quiet hours
- [ ] Wet-floor signs where floors are drying
- [ ] Day porter between meals, if booked
- [ ] Carpet extraction and tile refinishing on low-traffic days

Notes