|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Tasks** | **DAILY** | **AM** | **PM** | **AON** |
| **Common Areas** | **Breakfast** | **After Breakfast** | **Lunch** | **After Lunch** | **Supper** | **After Supper** |  |
| **Clean, disinfect intercoms/call bells** |  |  |  |  |  |  |  |  |
| **Clean, disinfect tables, hard-backed chairs**  |  |  |  |  |  |  |  |  |
| **Clean, disinfect couches and side tables**  |  |  |  |  |  |  |  |  |
| **Clean, disinfect doors, doorknobs**  |  |  |  |  |  |  |  |  |
| **Clean, disinfect light switches each use** |  |  |  |  |  |  |  |  |
| **Clean, disinfect remotes/phones each use** |  |  |  |  |  |  |  |  |
| **Clean, disinfect commode/shower chairs with Cavicide after use** |  |  |  |  |  |  |  |  |
| **Clean, disinfect toilets, toilet seat, sinks, faucet and shower head/unit each use** |  |  |  |  |  |  |  |  |
| Clean, disinfect countertops  |  |  |  |  |  |  |  |  |
| Clean, disinfect garbage cans/lids  |  |  |  |  |  |  |  |  |
| Clean, disinfect mop heads and bucket after use |  |  |  |  |  |  |  |  |
| **Bedroom (s)** |  |  |  |  |  |  |  |  |
| Clean, disinfect clothes hampers daily |  |  |  |  |  |  |  |  |
| Clean, disinfect trash can daily |  |  |  |  |  |  |  |  |
| Clean, disinfect bed side rails, footboard, headboard, bedframe, lift/saskapole each shift |  |  |  |  |  |  |  |  |
| Clean, disinfect remote controls, /phone each use |  |  |  |  |  |  |  |  |
| Clean, disinfect handles/knobs, sink, mirror each shift |  |  |  |  |  |  |  |  |
| Clean, disinfect sensory toys each use |  |  |  |  |  |  |  |  |
| Change toothbrush after sick |  |  |  |  |  |  |  |  |
| Clean, disinfect blinds (wash curtains if possible) daily |  |  |  |  |  |  |  |  |
| **TASK** | **DAILY** | **AM** | **PM** | **AON** |
| **Breakfast** | **After Breakfast** | **Lunch** | **After Lunch** | **Supper** | **After Supper** |
| Clean, disinfect assistive devices (canes, AFO’s splints, braces) walkers/wheelchairs each use |  |  |  |  |  |  |  |  |
| Wipe, disinfect radio, TV, buttons each use |  |  |  |  |  |  |  |  |
| Clean, disinfect lifts/ reach handles |  |  |  |  |  |  |  |  |
| **OFFICE** |  |  |  |  |  |  |  |  |
| Clean, disinfect pens/ stapler each use |  |  |  |  |  |  |  |  |
| Clean, disinfect binders each use |  |  |  |  |  |  |  |  |
| Clean disinfect puncher each use |  |  |  |  |  |  |  |  |
| Clean, disinfect computer, keyboard/mouse each use |  |  |  |  |  |  |  |  |
| Clean, disinfect fax machine button each use |  |  |  |  |  |  |  |  |
| Clean, disinfect phone each use |  |  |  |  |  |  |  |  |
| **Appliances** |  |  |  |  |  |  |  |  |
| Clean, disinfect fridge handle  |  |  |  |  |  |  |  |  |
| Clean disinfect karaoke/micon/off button each use |  |  |  |  |  |  |  |  |
| Clean, disinfect IPAD each use |  |  |  |  |  |  |  |  |
| Clean, disinfect kettle handle each use |  |  |  |  |  |  |  |  |
| Clean, disinfect microwave button each use |  |  |  |  |  |  |  |  |
| Clean, disinfect coffee maker handle/button each use |  |  |  |  |  |  |  |  |
| Clean, disinfect toaster button/handle each use  |  |  |  |  |  |  |  |  |
| **OTHERS** |  |  |  |  |  |  |  |  |
| Clean, disinfect thermometers each use |  |  |  |  |  |  |  |  |
| Clean and disinfect visibly dirty surfaces |  |  |  |  |  |  |  |  |
| Clean/disinfect recreational supplies/items before and after each use |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note: Please use AHS approved cleaning solution: bleach/water 1:9 mixture, Lysol wipes and use cleaning gloves.**

**Staff must follow Universal Precautions and proper hand washing techniques including immediately after removing gloves and after contact with a sick person.**

**Only use the approved disinfectants and cleaning chemicals when cleaning up and decontaminating surfaces/areas.**