

<b>Housekeeping Checklist for Care Homes</b>			
<b>Daily Housekeeping Checklist for Care Homes</b>	<b>Frequency</b>	<b>Date</b>	<b>Staff Signature</b>
<b>General Housekeeping</b>			
Discard recycling materials such as plastics and cans, change bins and clear away any rubbish	Daily		
Vacuum carpeted areas: living spaces & private bedrooms.	Daily		
Brush or vacuum hard floor surfaces.	Daily		
Tidy office furniture and hardware including work areas, seats, tables, and PCs.	Daily		
Sanitize flat surfaces.	Daily		
Mop hard floors with disinfectant cleaners.	Daily		
Polish furniture.	Daily		
Wipe mirrors and glass entrance ways to remove fingerprints and dirt.	Daily		
Clean glass windows and entryways inside once a week.	Daily		
Repair and smooth splinters and chips away at entryways and cupboards.	Daily		
Spot clean surfaces as needed.	Daily		
Wipe down and clean cooking surface areas during and following use.	Daily		
Spray air freshener to keep furnishings and rooms smelling fresh.	Daily		
<b>Housekeeping in bathrooms</b>			
Refill soap dispensers	Daily		
Clean all toilets with disinfectant, scrubbing bowl with brush and wipe down all toilet surfaces.	Daily		
Refill bathroom toilet roll dispensers and hand towels.	Daily		
Change bins and dispose of sanitary bins appropriately.	Daily		
Clean mirrors.	Daily		
Sanitize bathroom surfaces including hand towel containers or hand dryers, fixtures, and counters.	Daily		
Mop restroom floors.	Daily		
Clean windows and glass.	Daily		
Disinfect urinals.	Daily		

Weekly Housekeeping Checklist	Frequency	Date	Staff Signature
Buff and polish all hard floor surfaces.	Weekly		
Clean outside glass surfaces.	Weekly		
Disinfect the fridge, microwave and oven.	Weekly		
Purify consoles and phones.	Weekly		
Sanitise bins and lids.	Weekly		
<b>Monthly Housekeeping Checklist</b>			
Vacuum vents and fabric of furniture.	Monthly		
Dust and polish blinds, or remove and wash curtains.	Monthly		
Wipe window frames.	Monthly		
Clean and sanitize hard-to-reach or concealed spots: cupboards, roof fans, and any other areas needed.	Monthly		
Sanitise inside of bins, wiping down with disinfectant	Monthly		
<b>Additional Housekeeping Tasks Specific To Your Organisation</b>			