

ANNUAL HOUSEKEEPING ACTIVITIES

	Yearly
Perform deep cleaning for all rooms (walls, floors, ceiling, etc.)	
Clean air conditioner filters and vacuum/clean inside of unit (Spring)	
Vacuum/dust heating units (Fall)	
Clean windowsills and tracks (Spring)	
Turn resident mattresses and vacuum	
Commercially clean all carpets and furniture (may include resident's personal furniture)	
Vacuum coils on refrigerator and freezer units; vacuum under units	
Perform pest control assessment (spray, bait, traps, etc.) - Recommend use of commercial business	
De-lime dishwasher and washing machine (if needed)	
Review housekeeping activities/duties roster and alter as needed	
Visually and physically inspect environment for safety/cleanliness at wheelchair levels	

02/07/18

Ensure power is disconnected from equipment prior to inspection and service.

Notes: _____
