

QUARTERLY HOUSEKEEPING ACTIVITIES

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Vacuum and clean all drawers (chests, kitchen, linen, etc.)				
Clean and disinfect all medicine cabinets				
Clean exhaust hood over stovetop in kitchen and resident rooms				
Clean and sanitize kitchen shelves/dry storage and rotate stock (check for expiration dates of products, bulged/ leaking cans, insects, etc.)				
Clean, vacuum, and organize closets (residents, storage, activities, living areas, etc.)				
Wash windows inside and out (as weather permits) - check screens				
Defrost freezer(s) and rotate stock; Clean and sanitize walk-in cooler and rotate stock;				
Clean and sanitize ice makers/ice machines				

02/07/18

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

Notes: _____