

# Deep Cleaning Saturday Assignment List



Task	Assigned Clients <i>(Staff should assist.)</i>	Completed Task (initial)	Staff Verified (initial)	Notes
Windows/sills in common areas				
Windows/sills in men's dorm				
Window/sills in women's dorm				
Disinfect all door handles in women's dorm				
Disinfect all door handles in men's dorm				
Disinfect toilet lids in men's dorm				
Disinfect shower, toilet, and sink in men's dorm				
Disinfect toilet lids in women's dorm				
Disinfect shower, toilet, and sink in women's dorm				
Clean out washer/dryer in men's dorm				
Clean out washer/dryer in women's dorm				
Vacuum dryer lint traps				
Clean baseboards in common areas				
Clean baseboards in men's dorm				
Clean baseboards in women's dorm				

# Deep Cleaning Saturday Assignment List

Vacuum under men's beds				
Vacuum under women's beds				
Clean HVAC vents in common areas				
Clean HVAC vents in men's dorm				
Clean HVAC vents in women's dorm				
Replace HVAC filters (monthly)				
Clean light fixtures/lamps in common areas				
Clean light fixtures/lamps in men's dorm				
Clean light fixtures/lamps in women's dorm				
Clean kitchen oven/glass				
Clean/disinfect garbage cans and surrounding areas				
Clean refrigerators/Discard expired items				
Ensure vacuum is empty and clean				
Ensure mop heads are washed				
Ensure buckets are rinsed				
Ensure brooms are cleaned				
Shake out/wash rugs and rubber mats				
Dust all furniture				