

Chore Sheet - Female



Please complete all chores by 8:00 A. M. or as scheduled.

Please initial below after you complete the chore. For all-day chores, please initial below to acknowledge your responsibility.

You may be assigned more than one chore. If it's your chore, it's your responsibility all day.

Patient	Chore	Patient Initial	Staff Initial
	Chore Checker: Make sure all chores are signed off. <input type="checkbox"/> Encourage, motivate, and inspire peers to complete their chores on time. <input type="checkbox"/> Assist peers in completing their chores as needed. <input type="checkbox"/> Assist peers in locating the necessary items to complete their chores. <input type="checkbox"/> Remind peers to initial chore sheet when chore is complete. <input type="checkbox"/> Take chore list to staff and have them sign off that you and your peers have completed all chores.		
	Morning Kitchen: <input type="checkbox"/> Prepare breakfast and lunch. <input type="checkbox"/> Clean the microwave. <input type="checkbox"/> Empty the trash cans and wipe the lids. <input type="checkbox"/> Do the dishes and put them away by 9:30 A. M. and 1:30 P. M. <input type="checkbox"/> Clean the food bar after meals. <input type="checkbox"/> Make sure the ovens have new aluminum foil lining. <input type="checkbox"/> Wash the coffee pots and clean the coffee station. <input type="checkbox"/> Clean the sinks. <input type="checkbox"/> Wipe down the kitchen cabinets inside and out. <input type="checkbox"/> Wash the outsides of the refrigerator, dishwasher, and stoves. <input type="checkbox"/> 9:30 A. M. check-up complete <input type="checkbox"/> 1:30 P. M. check-up complete		
	Evening Kitchen: <input type="checkbox"/> Prepare dinner. <input type="checkbox"/> Do the dishes and put them away by 6:30 P. M. and 9:30 P. M. <input type="checkbox"/> Before curfew, take out the trash from the kitchen. <input type="checkbox"/> Wipe the trash can lids. <input type="checkbox"/> Clean the food bar after meals. <input type="checkbox"/> 6:30 P. M. check-up complete <input type="checkbox"/> 9:30 P. M. check-up complete		
	Refrigerator and Freezer (each Tuesday): <input type="checkbox"/> Clean out the fridge and freezer. <input type="checkbox"/> Clean out leftovers. <input type="checkbox"/> Check expiration dates. <input type="checkbox"/> Wash the interior shelves and door storage area. <input type="checkbox"/> Wash the exterior sides and top. <input type="checkbox"/> Make sure all leftovers have a date on them.		
	Dining Room: <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Make fresh coffee all day. <input type="checkbox"/> Wash and clean the coffee station.		
	Laundry Room: <input type="checkbox"/> Wipe off the washer and dryer. <input type="checkbox"/> Clean the dryer lint traps.		
	Outside Grounds and Smoking Area: <input type="checkbox"/> Empty all of the ashtrays. <input type="checkbox"/> Sweep the concrete walkways. <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Pick up any litter.		

	Hallways: <input type="checkbox"/> Sweep then mop the floors in all hallways (dorm and main hallways).		
	Restrooms: <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Clean the mirrors. <input type="checkbox"/> Clean the shower area. <input type="checkbox"/> Clean the sink area (including the faucet and basin). <input type="checkbox"/> Clean the toilets (outside, inside the bowl, the lid, and around the lid). <input type="checkbox"/> Dust the pictures. <input type="checkbox"/> Empty and wash the trash can. <input type="checkbox"/> Make sure the toilet paper, paper products, and soap are refilled.		
	Living Room: <input type="checkbox"/> Dust all of the furniture. <input type="checkbox"/> Dust the television. <input type="checkbox"/> Vacuum the carpet. <input type="checkbox"/> Wipe down all of the lamps. <input type="checkbox"/> Clean the light switches. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Sweep and mop the living room.		
	Supply Closet: <input type="checkbox"/> Restock closet. <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Organize all of the supplies. <input type="checkbox"/> Hang up the brooms and Swiffers.		
	Meeting Chair: <input type="checkbox"/> Before each group, check the area for cleanliness. <input type="checkbox"/> Arrange the chairs. <input type="checkbox"/> Chair (lead) each group. <input type="checkbox"/> Clean up after each meeting.		
	Pet Care: <input type="checkbox"/> Feed the dog around 8:00 A. M. and 8:00 P. M. <input type="checkbox"/> Take the dog outside to use the bathroom every smoke break and after he eats. <input type="checkbox"/> Pick up and dispose of the poop.		
	Group Room: <input type="checkbox"/> Keep this area clean throughout the day. <input type="checkbox"/> Vacuum the rug. <input type="checkbox"/> Mop the hallway. <input type="checkbox"/> Dust all of the chairs. <input type="checkbox"/> Dust the television. <input type="checkbox"/> Sweep then mop the floor for both group rooms.		