

Chore Sheet



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
	Dorm 1 Sleeping Area (only clean your assigned room): <input type="checkbox"/> Wipe out the window sills. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Dust the bedside tables.		
	Dorm 2 Sleeping Area (only clean your assigned room): <input type="checkbox"/> Wipe out the window sills. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Dust the bedside tables.		
	Kitchen: <input type="checkbox"/> Make fresh coffee until 1:30 P. M. <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"/> Clean the sinks. <input type="checkbox"/> Wipe down the kitchen cabinets inside and out. <input type="checkbox"/> Sweep and mop kitchen and dish room. <input type="checkbox"/> Wash the dishwasher and stoves. <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 and the restroom. <input type="checkbox"/> Wipe the trash can lids. <input type="checkbox"/> Clean the food bar after meals. <input type="checkbox"/> 9:30 A. M. check-up complete <input type="checkbox"/> 1:30 P. M. check-up complete <input type="checkbox"/> 6:30 P. M. check-up complete <input type="checkbox"/> 9:30 P. M. check-up complete		
	Refrigerator and Freezer: <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 microwave, coffee pots, and station. <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Sweep then mop the floor.		
	Dorm 1 Laundry Room: <input type="checkbox"/> Wipe off the washer and dryer. <input type="checkbox"/> Clean the dryer lint traps. <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Organize supplies. <input type="checkbox"/> Hang up the mop and broom.		
	Back Door/Common Area: <input type="checkbox"/> Keep this area clean throughout the day. <input type="checkbox"/> Clean the tables. <input type="checkbox"/> Vacuum the rugs, including the Stepworks team member entrance. <input type="checkbox"/> Sweep then mop the main hallway.		
	Common Restrooms: <input type="checkbox"/> Ask for and wear gloves. <input type="checkbox"/> Sweep then mop the floor (especially around the toilet). <input type="checkbox"/> Clean the toilet (outside, inside the bowl, the lid, and around the lid). <input type="checkbox"/> Wash the sink area (including the faucet and basin). <input type="checkbox"/> Clean the mirror. <input type="checkbox"/> Make sure the toilet paper and soap are refilled. <input type="checkbox"/> Empty the trash can.		

	Front Entry and Lobby: <input type="checkbox"/> Sweep the entryway and sidewalks. <input type="checkbox"/> Dust the furniture. <input type="checkbox"/> Sweep and vacuum. <input type="checkbox"/> Mop. <input type="checkbox"/> Wash the glass doors. <input type="checkbox"/> Wipe off the furniture. <input type="checkbox"/> Sweep and mop the hall leading to the public restrooms.		
	Courtyard: <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. <input type="checkbox"/> Empty all of the trash cans. <input type="checkbox"/> Pick up and sweep the parking lot.		
	Entire Facility Trash: <input type="checkbox"/> Check for trash throughout the day (you must complete this chore during daylight hours). <input type="checkbox"/> Ask for and wear gloves. <input type="checkbox"/> Collect the trash from the dorms, common areas, and offices. Please ask a Stepworks team member to accompany you.		
	Group Room Area: <input type="checkbox"/> Keep this area clean throughout the day. <input type="checkbox"/> Clean the tables. <input type="checkbox"/> Vacuum the rug. <input type="checkbox"/> Sweep then mop the floor (including the hallway from the common area to the group room).		
	Dorm 1 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.		
	Dorm 1 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.		
	Dorm 2 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"/> Empty and wash the trash can. <input type="checkbox"/> Make sure the toilet paper, paper products, and soap are refilled.		
	Dorm 2 Living Room: <input type="checkbox"/> Dust all of the furniture. <input type="checkbox"/> Dust the television. <input type="checkbox"/> Wipe down all of the lamps. <input type="checkbox"/> Clean the light switches.		
	Dorm 2 Laundry Room, Janitor's 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. <input type="checkbox"/> Clean lint traps.		
	12-Step, NA, and AA Meeting Set-Up: <input type="checkbox"/> Check the area for cleanliness. <input type="checkbox"/> Arrange the chairs. <input type="checkbox"/> Clean up after the meeting.		