

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
	Chore Checker: <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"/> Remind peers to initial chore sheet when chore is complete. <input type="checkbox"/> Assist peers in locating the necessary items to complete their chore.		
	Morning Kitchen: <input type="checkbox"/> Make fresh coffee until 1:30 P. M. <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 8:00 A. M. and 1:30 P. M. <input type="checkbox"/> Clean the food bar after meals. <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"/> Wipe off baseboards. <input type="checkbox"/> Sweep then mop the floor. <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"/> 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"/> Sweep then mop the floor. <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.		
	Common Restrooms (near RC Office) : <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, paper towels, and soap are refilled. <input type="checkbox"/> Empty the trash can. <input type="checkbox"/> Clean shower/bathtub area. <input type="checkbox"/> Wipe baseboards clean.		
	Dining Room: <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Wash the coffee pots and clean the coffee station. <input type="checkbox"/> Wipe off baseboards.		
	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"/> Wipe baseboards clean. <input type="checkbox"/> Wipe countertops and cabinets.		

	<p>Common Restrooms (in Laundry Room) : <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, paper towels, and soap are refilled. <input type="checkbox"/> Empty the trash can. <input type="checkbox"/> Wipe baseboards clean.</p>		
	<p>Common Area: <input type="checkbox"/> Keep this area clean throughout the day. <input type="checkbox"/> Clean the tables and fireplace mantle. <input type="checkbox"/> Vacuum the rugs. <input type="checkbox"/> Sweep then mop entryway and seating area. <input type="checkbox"/> Fridays only: water the indoor plants. <input type="checkbox"/> Wipe baseboards clean.</p>		
	<p>Screened Porch: <input type="checkbox"/> Sweep then mop floors. <input type="checkbox"/> Empty the trash cans. <input type="checkbox"/> Vacuum the rug. <input type="checkbox"/> Wash the glass doors inside and out. <input type="checkbox"/> Wipe off the tables and furniture.</p>		
	<p>Front Porch: <input type="checkbox"/> Sweep the entryway and sidewalks. <input type="checkbox"/> Empty the outdoor ashtrays. <input type="checkbox"/> Empty the garbage cans. <input type="checkbox"/> Vacuum the rug. <input type="checkbox"/> Wash the glass doors. <input type="checkbox"/> Wipe off the tables and furniture.</p>		
	<p>Back Porch: <input type="checkbox"/> Empty all of the ashtrays. <input type="checkbox"/> Sweep the concrete. <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.</p>		
	<p>Entire Facility Trash: <input type="checkbox"/> Check for trash throughout the day (you must complete this chore during daylight hours and deliver to dumpster). <input type="checkbox"/> Ask for and wear gloves. <input type="checkbox"/> Collect the trash created by other chores. <input type="checkbox"/> Collect trash from the Stepworks team member areas; please ask a Stepworks team member to accompany you.</p>		
	<p>Upstairs Dorm Sleeping Area: <input type="checkbox"/> Wipe out all of the window sills. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Vacuum the carpets. <input type="checkbox"/> Sweep then mop floors and steps. <input type="checkbox"/> Dust all of the bedside tables. <input type="checkbox"/> Wipe baseboards clean.</p>		
	<p>Upstairs 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.</p>		
	<p>Flower Beds/Yard: <input type="checkbox"/> Pick up trash and debris from flower beds (including cigarettes). <input type="checkbox"/> Pick up trash from yard or driveway.</p>		
	<p>Downstairs Dorm Sleeping Area: <input type="checkbox"/> Wipe out all of the window sills. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Vacuum the carpets. <input type="checkbox"/> Sweep then mop floors and steps. <input type="checkbox"/> Dust all of the bedside tables. <input type="checkbox"/> Wipe baseboards clean.</p>		
	<p>Biscuit: <input type="checkbox"/> Provide daily walks morning, afternoon, and evening. <input type="checkbox"/> Bathe as needed or every Sunday. <input type="checkbox"/> Brush and dry hair after bath.</p>		

	<p>Visitation Room and Phone Station: <input type="checkbox"/> Keep this area clean throughout the day. <input type="checkbox"/> Dust tables, piano, and cabinets. <input type="checkbox"/> Vacuum the rugs. <input type="checkbox"/> Sweep then mop floors. <input type="checkbox"/> Clean the windows. <input type="checkbox"/> Wipe baseboards clean.</p>		
	<p>Downstairs Dorm 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.</p>		
	<p>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.</p>		
	<p>Group Room and 12-Step 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. <input type="checkbox"/> Wipe out all of the window sills. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Vacuum the carpets. <input type="checkbox"/> Sweep then mop floors and steps. <input type="checkbox"/> Dust tables. <input type="checkbox"/> Wipe baseboards clean. <input type="checkbox"/> Chair the nightly 12 Step Meeting.</p>		