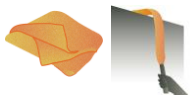
CCAP Custodial Training System

# Workflow Chart

## Resident Room Cleaning – LTC Assisted Living

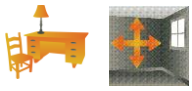
**Empty trash containers / spray interior / spot clean exterior / reline**

❖



**Dust using dusting cloth / extension duster / work high to low**

❖

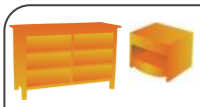


**Spot clean chairs / tables / vertical and horizontal surfaces**

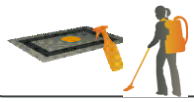
❖

**Spot clean glass**

❖



**IMPORTANT! Disinfect ALL high touch areas with BLUE microfiber cloth – rails, tray table,TV remote, telephone, bedside table handle, chair(s), room sink, room light switch, room inner door knob. Clean dresser and night stand.**



**Spot clean and vacuum carpet**

**Make bed**

❖

**Check and refill dispensers / disinfect dispensers**

❖

**Disinfect sink, sink fixtures and clean mirror**

❖

**Disinfect tub and shower**

❖

**IMPORTANT! Disinfect ALL high touch areas with GREEN microfiber cloth – bathroom inner door knob/plate, bathroom light switch, sink, hand rails by toilet, toilet flush handle, toilet seat, toilet bed pan cleaner.**

**Damp mop bathroom floor. Mop from the farthest corner to the door.**

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