



**CCAP
JOB CARD
Resident Room Cleaning**



Routine Tasks:			Product	Application Method
Empty trash containers / spray interior / spot clean exterior / reline			General Purpose Cleaner	Trigger Sprayer
Dust using dusting cloth / extension duster				
Disinfect sink (10 min. dwell time) and mirror			Disinfectant Cleaner	Trigger Sprayer
Disinfect toilet (10 min. dwell time)			Disinfectant Cleaner	Trigger Sprayer
Disinfect tub and shower (10 min. dwell time)			Disinfectant Cleaner	Trigger Sprayer
Check and refill dispensers / disinfect dispensers			Disinfectant Cleaner	Trigger Sprayer
Spot clean glass			Glass Cleaner	Trigger Sprayer
Make bed				
Clean dresser and night stand			Disinfectant Cleaner	Trigger Sprayer
Spot clean chairs / tables / vertical and horizontal surfaces			General Purpose Cleaner	Trigger Sprayer
Spot clean and vacuum carpet			Carpet Spotter	Trigger Sprayer
Dust mop and damp mop floor			Neutral Floor Cleaner	Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Hand Soap	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 mi	
Dust Mop	Trash Can Liners	Paper Towels		
Lobby Broom	Cleaning Cloths/Wipers	Toilet Tissue		
Lobby Dust Pan	Extension Duster	Appropriate PPE		
Mop Bucket/Wringer	Putty Knife	"Wet Floor" Signs		



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Periodic Tasks:	Product	Application Method
Remove mineral deposits from sink and tub/shower (Allow dwell time)	Heavy Duty RR Cleaner	White Hand Pad
Remove mineral deposits from toilet (Allow dwell time)	Heavy Duty RR Cleaner	Bowl Brush / Swab
Clean glass	Glass Cleaner	Trigger Sprayer
Extract upholstery	Carpet Extraction Cleaner	Carpet Extractor
Wipe walls	Disinfectant Cleaner	Trigger Sprayer
Apply carpet prespray	Carpet Prespray	Pump-Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	Mop Bucket
Extract carpet	Carpet Neutralizer	Carpet Extractor

Equipment Needed:	Precautions:
Housekeeping Cart Std. Spd. Floor Machine Appropriate PPE Cleaning Cloths/Wipers Carpet Bonnets "Wet Floor" Signs Mop Bucket & Wringer Carpet Extractor Damp Mop Putty Knife White Hand Pads	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 minutes

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