

RESIDENT CHORES

Dining Room – Vacuum/ sweep/mop dining room. Dust windowsills. Clean tables with disinfecting spray. Make sure all table settings are in place, salt and pepper is filled and napkin holder is full. This should be done 3 times weekly. Clean windows when necessary.

Dining Room Sink area - Clean cabinet, shelf and surrounding area. Wipe out microwave with disinfecting spray. Clean sink with disinfecting cleaner and scrubbing sponge. This should be done daily.

Kitchen – Spray and wipe down all flat surfaces. Shake/vacuum all carpets. This should be done daily.

Kitchen Floors- Vacuum and mop floors. Hand scrub when necessary. This should be done at least 3 times weekly.

Dishwasher/Dishes – Run dishwasher every evening. Place pod in the BOTTOM of the dishwasher before running. Please slide the sign to CLEAN when you start the dishwasher. The next morning, please empty the dishwasher and slide the sign to DIRTY. Put away any other dishes that have been washed. This is a daily chore.

Main Floor Hallway - Vacuum and sweep hallways, dust pictures, clean mirrors, dust ceiling fan blades, dust bookshelves and any other surfaces. This should be done 2 times per week.

Main Floor Living Room – Sweep and mop floor, vacuum rugs, dust all tables, fireplace, TV, pictures, and all surfaces. Fold blankets and straighten pillows. Floors must be done 1 time per week but tidying up the area is a daily requirement.

Main Floor Bathroom – Clean all surfaces with cleaner and towel. Shake out rugs, sweep the floor and then mop. Hand scrub and dirt as necessary. Scrub shower, toilet and sink. Wipe surfaces with disinfecting wipes. This must be done 2-3 times per week or more as needed.

RESIDENT CHORES

Laundry Room and Pantry – wipe down windowsills, washers, and dryers. The floor should be swept and mopped. Windows cleaned as necessary. Wooden surfaces should be cleaned with wood cleaner. This should be done at least 2 times per week.

Front Porch – Remove all items that do not belong there. Notify TLR volunteers or employees if items need to be donated or discarded. Sweep floors, clean windows and sills and furniture. Discard any cans, bottles or misc. trash left behind. This should be done 2 times per week.

Smoking Patio – Please make sure this is taken care of daily. Re-align furniture, discard cigarettes, making sure they are completely extinguished so they don't cause a fire. Throw away any other trash left behind. Sweep rugs.

Garbage Duty – Please take a large garbage can and recycling can to the dumpsters located behind the garage. Dumpsters CANNOT be overflowing. Lids must be able to close completely. If there is an overflow, it must be put into the garage until the dumpster is emptied.

Upstairs Living Room – Please make sure pillows and blankets are folded and in place daily. Dust and/or wipe down all surfaces. Vacuum rugs. Sweep and mop floors weekly. Dust ceiling fan.

Upstairs Bathroom – Shake and vacuum rugs. Mop or hand scrub floor. Clean toilet bowl, sink and shower. Wipe down with disinfectant wipes. This needs to be done at least twice a week. During cold and flu season, it should be done more frequently.