

NEXUS Program

Facility Cleanliness Guide

ROOM: The following is a minimum expectation for your room:

Bed:

- ✓ Neatly made with all sheets/covers/blankets tucked into mattress;
- ✓ Pillow is at the head of bed and neatly placed over covers;
- ✓ Extra blankets should be neatly folded and placed at end of bed.

Floor:

- ✓ Swept and free of debris.
- ✓ Should be mopped at least twice per week.
- ✓ Buffed monthly.

Dresser & Shelves:

- ✓ Top should be dusted and free of clutter.
- ✓ Drawers should be closed.
- ✓ Clothes should be neatly put in drawers or on shelves.
- ✓ All other items on shelves should be organized and neat.

Laundry:

- ✓ Clean laundry should be put away in dresser, on shelves, hung up, etc.
- ✓ Dirty laundry should be in laundry basket and kept in left corner of room.

Shoes:

- ✓ Neatly lined up under bed.

Window & Window Ledge

- ✓ Cleaned and dusted.

Desk Area:

- ✓ Wiped down/dusted.
- ✓ Papers, pens, etc. should be neatly arranged.

Sink/Toilet (if applicable):

- ✓ Wiped down/disinfected daily.

Food Items:

- ✓ No open food containers.
- ✓ Stored in compliance with policy.