

Chore List

stepworks

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
	Morning Kitchen: <input type="checkbox"/> Prepare breakfast and lunch. <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 9:30 A. M. and 1:30 P. M. <input type="checkbox"/> Clean the food bar after meals. <input type="checkbox"/> Make sure the ovens have new aluminum foil lining. <input type="checkbox"/> Wash the coffee pots and clean the coffee station. <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"/> 9:30 A. M. check-up complete <input type="checkbox"/> 1:30 P. M. check-up complete		
	Evening Kitchen: <input type="checkbox"/> Prepare dinner. <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"/> 6:30 P. M. check-up complete <input type="checkbox"/> 9:30 P. M. check-up complete		
	Refrigerator and Freezer (each Tuesday): <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.		
	Dining Room: <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Sweep then mop the floor. <input type="checkbox"/> Make fresh coffee all day. <input type="checkbox"/> Wash and clean the coffee station.		
	Laundry Room and Hallway B: <input type="checkbox"/> Wipe off the washer and dryer. <input type="checkbox"/> Clean the dryer lint traps. <input type="checkbox"/> Sweep then mop the floors in the laundry room and in Hallway B.		
	Front Entry and Lobby: <input type="checkbox"/> Clean the glass windows. <input type="checkbox"/> Empty the garbage can. <input type="checkbox"/> Sweep, mop, and dust. <input type="checkbox"/> Vacuum the rug. <input type="checkbox"/> Wash the glass doors. <input type="checkbox"/> Wipe off the furniture.		
	Outside Grounds and Smoking Area: <input type="checkbox"/> Empty all of the ashtrays. <input type="checkbox"/> Sweep the concrete walkways. <input type="checkbox"/> Wipe off the tables and chairs. <input type="checkbox"/> Pick up any litter.		
	Meditation Room and Hallway A: <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"/> Clean the mirrors. <input type="checkbox"/> Wipe off the makeup counter.		

	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.		
	Living Room and Main Hallway: <input type="checkbox"/> Dust all of the furniture. <input type="checkbox"/> Dust the television. <input type="checkbox"/> Vacuum the carpet. <input type="checkbox"/> Wipe down all of the lamps. <input type="checkbox"/> Clean the light switches. <input type="checkbox"/> Wash the windows. <input type="checkbox"/> Sweep and mop the Main Hallway.		
	Supply Closet: <input type="checkbox"/> Restock 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.		
	Meeting Chair: <input type="checkbox"/> Before each group, check the area for cleanliness. <input type="checkbox"/> Arrange the chairs. <input type="checkbox"/> Chair (lead) each group. <input type="checkbox"/> Clean up after each meeting.		
	Pet Care: <input type="checkbox"/> Feed the dog around 8:00 A. M. and 8:00 P. M. <input type="checkbox"/> Take the dog outside to use the bathroom every smoke break and after he eats. <input type="checkbox"/> Pick up and dispose of the poop.		
	Group Room and Therapist Hallway: <input type="checkbox"/> Sweep the rug. <input type="checkbox"/> Mop the hallway. <input type="checkbox"/> Clean the glass door.		