House Keeping Guide to Assist Independent Contractors

Member Name: _____ Date: _____

Kitchen	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash dishes							
Load / Run dishwasher							
Sweep floors							
Mop floors							
Clean fridge/Date							
Defrost freezer/Date							
Clean oven							
Wipe down countertops							
Wipe out microwave							
Cupboards							
Kitchen drawers							
Bathroom							
Clean tub / shower							
Clean sink							
Clean toilet							
Hang towels after use							
Sweep floor							
Mop floor							
Clean shower chair							
Clean commode-disinfect							
Trash / Disposal							
Empty / take to dumpster							
Take trash to curb							

Laundry / Bedroom	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash clothes							
Put clothes in dryer or hang outside							
Fold laundry							
Hang clothes from dryer							
Put away laundry							
Wipe down mattress liner							
Wash mattress cover							
Make beds							
Change sheets							
Miscellaneous							
Wash inside of 1st floor windows / doors							
Shake throw rugs outside							
Mail							
Change furnace filters							
Make sure Lifeline button is on person							
Dust							
Clean/wipe down wheelchair/walker/DME							
Pet Care							
Vacuum							
Remove snow on porch/steps/ramp							
Pack lunch for work/school							
Run errands							
Grocery shopping							
Transportation							
May transport in member's vehicle							
May transport in employee's vehicle							

Comments (I.e.: Member or contractor provides cleaning supplies):

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