



EVENING SHIFT ASSIGNMENT CHECKLIST

Site: _____ Date: _____

Initials

Read communication log. Initial that you have read and understand information. _____

Assist consumers with getting off bus and into the house, putting items away, using the restroom, getting a snack, check day bag (Address notes that may have been sent home) _____

Assist consumers with preparing dinner. (Follow Menu and Nutritional Guidelines) _____

Implement goals/services and document accordingly. _____

Administer medication/document medical data as required (BM's, BP, weights, BS etc.) _____

Ensure dining/living areas are neat/clean-involve consumers in cleaning. _____

Thoroughly clean kitchen (sweep/mop floor, clean/disinfect countertops, sinks, microwave, stovetop, burners, oven, front and handles of fridge/freezer, empty trash cans, load/run/empty dishwasher, clean sills on walls). _____

Thoroughly clean bathrooms (sweep/mop floor, clean/disinfect toilets (inside/outside), sinks, Tubs, shower and tiles, mirrors, countertops, empty trash cans). _____

Assist consumers with laundry (complete laundry cycle if left from previous shift, complete all laundry as needed, separating colors from whites, DO NOT bleach any colored clothing or linens. Dry, fold, and put away as appropriate. _____

Complete personal hygiene with consumers (bathing, dressing, shaving, appropriate clothing, tooth brushing, hair brushing, deodorant use, fingernails clipped nicely, clean hygiene boxes) _____

Complete leisure activities/community outings, plan future activities, request \$ as needed. _____

Communicate all pertinent information via communication log. There should be a note daily. _____

Every Thursday, test and record water temps. in all faucets. (101-110degrees), if not adjust.

Also ensure:

-PRN meds and topicals are periodically checked per expiration date, household repairs are reported via maintenance request form, household items and personal care items are stocked and replenished-notify

management if supplies are low, order medications from pharmacy if they are low, take out garbage to the curb the night before garbage day, collaborate with morning shift to develop weekly menus, complete fire drills per schedule, consumers rooms are neat and clean. _____