



MORNING SHIFT ASSIGNMENT CHECKLIST

Site: _____ Date: _____

Initials

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

Assist consumers with breakfast on menu following dietary recommendations. _____

Complete personal hygiene with consumers (bathing, dressing, shaving, appropriate clothing, tooth brushing, hair brushing, deodorant use) _____

Complete goals/services and document accordingly. _____

Administer medication. _____

Document medical data as required (bowel, seizure, BP, weights, blood sugar) _____

Complete maintenance request form if needed. _____

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

Shovel/salt walkways and driveways if needed. _____

Thoroughly clean bathrooms (sweep/mop floors, clean/disinfect toilets (inside and outside sinks, tubs, shower and tile, mirrors, countertops, empty trash cans,) _____

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 and empty dishwasher, clean spills on walls) _____

Thoroughly clean bedrooms (sweep/vacuum carpets/floors, clean personal care kits, dust furniture, change bed lined if needed, remake bed, hang/fold clothes, ensure neatness of room) _____

Thoroughly clean living/dining areas (sweep/vacuum floors/carpets, dust furniture/decorations) _____

Also ensure:

That there is at least 5 days of medications for each individual at all times. If medications are running low, ensure that you order them and have them delivered to the house that same day or the next day.

Ensure that all grocery items, household items and personal care items are stocked and replenished and make a list of needed items and communicate this information to the next shift via communication log.
