



**OVERNIGHT SHIFT ASSIGNMENT CHECKLIST**

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Initials

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

Ensure consumers are dressed appropriately (weather appropriate, belts, socks, ironed, matching clothes) \_\_\_\_\_

Ensure consumers are groomed appropriately (men shaved, hair brushed, neat appearance) \_\_\_\_\_

Assist consumers with preparing breakfast (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. \_\_\_\_\_

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

Complete laundry as needed (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) \_\_\_\_\_

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

**Also ensure:**

-PRN meds and topicals are periodically checked per expiration date, order meds as needed household repairs are reported via maintenance request form, household items and personal care items are stocked and replenished-notify management if supplies are low, complete fire drills per schedule, consumers

rooms are neat and clean, if needed shovel and salt all walkways/driveways, ensure consumers lunches are made and items needed are packed and ready to go for the bus. See separate instructions for deep cleaning.

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