



## WEEKEND SHIFT ASSIGNMENT CHECKLIST

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

Initials

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

Assist consumers with breakfast/lunch 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.

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