

Housekeeping Unit Leader Job Action Sheet

Name: _____ Date: _____

Title: _____ Reports to: _____

| Item | Completed | Initials |
|---|-----------|----------|
| Brief supervisor as needed | | |
| Ensure cleanliness of resident’s environment | | |
| Ensure provision of housekeeping supplies for three days | | |
| Clear corridors of any obstructions such as carts, wheelchairs, etc | | |
| Ensure adequate cleaning supplies and toilet paper is available | | |
| Check equipment (wet/dry vacuums, etc.) | | |
| Secure facility (close windows, lower blinds, etc.) | | |
| Perform clean-up, sanitation, and related preparations | | |
| Assist with moving residents to departure areas as needed | | |
| Ensure adequate supplies of linens, blankets, and pillows | | |
| Ensure emergency linens are available for soaking up spills and leaks | | |
| Supervise loading of laundry and housekeeping supplies into transportation vehicles | | |