



Daily Assignment - Check Sheet

Wednesday, August 12, 2020

The daily assignment of defined work activities with attached checklist for the week.

117 - 4 Gold Shift - Day

Employee Pager: 374-1591

Week of: _____

Initials of Employee Working Today: _____

✓ = Completed

Start Time	Description	Priority	Cleaning Steps						Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00 AM	Check In (10 Minutes)	-							___	___	___	___	___	___	___
	PERFORM AM TRASH RUN AS DIRECTED	C							___	___	___	___	___	___	___
	HH.4.Gold: Patient Rm Semi-Private H4-A16	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Patient Rm Semi-Private H4-A14	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Ante Room H4-A12	E	1A	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Patient Rm Private H4-A12A	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Ante Room H4-A10	E	1A	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Patient Room Private H4-A10A	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Patient Room Semi-Private H4-A08	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
09:00 AM	FirstBreak (15 Minutes)	-							___	___	___	___	___	___	___
	HH.4.Gold: Patient Room Semi-Private H4-A06	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Patient Room Semi-Private H4-A04	C	1	2A	3	4	5	6	___	___	___	___	___	___	___
	HH.4.Gold: Office General H4-A05	N	1A	2A	3A	4	6A		___	___	___	___	___	___	___
	HH.4.Gold: Office General H4-A07	N	1A	2A	3A	4	6A		___	___	___	___	___	___	___
	HH.4.Gold: Locker Room H4-A09	N	1A	2A	3A	4	6A		___	___	___	___	___	___	___
	HH.4.Gold: Locker Room H4-A09	N	99						___	___	___	___	___	___	___
	HH.4.Gold: Restroom Staff Unisex H4-A09C	E	5						___	___	___	___	___	___	___
	HH.4.Gold: Restroom Staff Unisex H4-A09A	E	5						___	___	___	___	___	___	___
	HH.4.Gold: Nurse Station Open	E	1A	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Nurse Station Open Carpeted	E	1A	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Dictation Charting H4-A11B	N	1A	2A	3A	4	6A		___	___	___	___	___	___	___
	HH.4.Gold: Conference Room H4-A28C	N	1A	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Pantry H4-A17	E	1	2A	3	4	6		___	___	___	___	___	___	___
	HH.4.Gold: Restroom/Shower Tub H4-A21	E	5						___	___	___	___	___	___	___
	HH.4.Gold: Storage Room H4-A19	N	1A	4A	6A						___	___	___	___	___

✓ = Completed

Start Time	Description	Priority	Cleaning Steps						Mon	Tue	Wed	Thu	Fri	Sat	Sun
11:30 AM	HH.4.Gold: Janitor Closet H4-A27	N	1A	2A	4	6	98								
	HH.4.Gold: Break Rm "Transportation" H4-A28	N	1A	2A	3	4	6								
	HH.4.Gold: Restroom Office H4-A26A	N	5												
	HH.4.Gold: Office Psych Team H4-A02	N	1A	2A	3A	4	6A								
	SecondBreak (30 Minutes)	-													
	Discharges x 2	N													
	HH.4.Gold: Office Psych Team H4-A02B	N	1A	2A	3A	4	6A								
	HH.4.Gold: Office Psych Team H4-A02A	N	1A	2A	3A	4	6A								
	CB.1.Common: Restroom Public M CB-137	E	5												
	ThirdBreak (15 Minutes)	-													
01:45 PM	CB.1.Common: Restroom Public W CB-138	E	5												
	HH.4.Gold: Office General H4-B11D	N	1A	2A	3A	4	6A								
	HH.4.Gold: Patient Rm Semi-Private H4-A24	C	1	2A	3	4	5	6							
	HH.4.Gold: Patient Rm Semi-Private H4-A22	C	1	2A	3	4	5	6							
	HH.4.Gold: Patient Rm Semi-Private H4-A20	C	1	2A	3	4	5	6							
	Check OUT (10 Minutes)	-													

Priority: C- Critical/ E- Essential/ N- Non-Essential

Steps Description:

- 1 - High Dusting
- 1A - Weekly Cleaning
- 2A - Spot Clean Vertical Surfaces
- 3 - Damp Wipe Horizontal Surfaces
- 3A - Spot Clean Horizontal Surfaces
- 4 - Trash
- 4A - Trash 2
- 5 - Restroom Procedure
- 6 - Dry & Damp Mop or Vacuum Floors
- 6A - Spot Mop or Vacuum Floors
- 98 - Perform Duties as Directed
- 99 - Recheck & Spot Cleaning

Notes: