



Daily Assignment - Supervisor Copy

Wednesday, August 12, 2020

The supervisor's copy of daily assignment of defined work activities.

117 - 4 Gold Shift - Day

Employee Pager: 374-1591

Start Time	Description	Priority	SPC	Minutes	Cleaning Steps					
07:00 AM	Check In (10 Minutes)	-								
07:10 AM	PERFORM AM TRASH RUN AS DIRECTED	C		20.00						
07:30 AM	HH.4.Gold: Patient Rm Semi-Private H4-A16	C	PRS	21.00	1	2A	3	4	5	6
07:51 AM	HH.4.Gold: Patient Rm Semi-Private H4-A14	C	PRS	21.00	1	2A	3	4	5	6
08:12 AM	HH.4.Gold: Ante Room H4-A12	E	ADH	1.49	1A	2A	3	4	6	
08:13 AM	HH.4.Gold: Patient Rm Private H4-A12A	C	PRP	14.00	1	2A	3	4	5	6
08:27 AM	HH.4.Gold: Ante Room H4-A10	E	ADH	1.49	1A	2A	3	4	6	
08:28 AM	HH.4.Gold: Patient Room Private H4-A10A	C	PRP	14.00	1	2A	3	4	5	6
08:42 AM	HH.4.Gold: Patient Room Semi-Private H4-A08	C	PRS	21.00	1	2A	3	4	5	6
09:00 AM	FirstBreak (15 Minutes)	-								
09:18 AM	HH.4.Gold: Patient Room Semi-Private H4-A06	C	PRS	21.00	1	2A	3	4	5	6
09:39 AM	HH.4.Gold: Patient Room Semi-Private H4-A04	C	PRS	21.00	1	2A	3	4	5	6
10:00 AM	HH.4.Gold: Office General H4-A05	N	LTO	1.87	1A	2A	3A	4	6A	
10:02 AM	HH.4.Gold: Office General H4-A07	N	LTO	2.32	1A	2A	3A	4	6A	
10:04 AM	HH.4.Gold: Locker Room H4-A09	N	LR	3.10	1A	2A	3A	4	6A	
10:07 AM	HH.4.Gold: Locker Room H4-A09	N	PO	1.20	99					
10:08 AM	HH.4.Gold: Restroom Staff Unisex H4-A09C	E	RP	5.00	5					
10:13 AM	HH.4.Gold: Restroom Staff Unisex H4-A09A	E	RP	5.00	5					
10:18 AM	HH.4.Gold: Nurse Station Open	E	ADH	18.23	1A	2A	3	4	6	
10:36 AM	HH.4.Gold: Nurse Station Open Carpeted	E	ADH	3.65	1A	2A	3	4	6	
10:40 AM	HH.4.Gold: Dictation Charting H4-A11B	N	LTO	3.53	1A	2A	3A	4	6A	
10:44 AM	HH.4.Gold: Conference Room H4-A28C	N	CON	9.68	1A	2A	3	4	6	
10:54 AM	HH.4.Gold: Pantry H4-A17	E	PAN	1.61	1	2A	3	4	6	
10:56 AM	HH.4.Gold: Restroom/Shower Tub H4-A21	E	RP	10.00	5					
11:06 AM	HH.4.Gold: Storage Room H4-A19	N	SRP	0.73	1A	4A	6A			

Start Time	Description	Priority	SPC	Minutes	Cleaning Steps					
11:07 AM	HH.4.Gold: Janitor Closet H4-A27	N	JAN	3.00	1A	2A	4	6	98	
11:10 AM	HH.4.Gold: Break Rm "Transportation" H4-A28	N	BRD	4.58	1A	2A	3	4	6	
11:15 AM	HH.4.Gold: Restroom Office H4-A26A	N	RP	10.00	5					
11:25 AM	HH.4.Gold: Office Psych Team H4-A02	N	LTO	7.42	1A	2A	3A	4	6A	
11:30 AM	SecondBreak (30 Minutes)	-								
12:02 PM	Discharges x 2	N		90.00						
01:32 PM	HH.4.Gold: Office Psych Team H4-A02B	N	LTO	2.77	1A	2A	3A	4	6A	
01:35 PM	HH.4.Gold: Office Psych Team H4-A02A	N	LTO	2.77	1A	2A	3A	4	6A	
01:38 PM	CB.1.Common: Restroom Public M CB-137	E	RP	12.50	5					
01:45 PM	ThirdBreak (15 Minutes)	-								
02:06 PM	CB.1.Common: Restroom Public W CB-138	E	RP	12.50	5					
02:19 PM	HH.4.Gold: Office General H4-B11D	N	LTO	2.18	1A	2A	3A	4	6A	
02:21 PM	HH.4.Gold: Patient Rm Semi-Private H4-A24	C	PRS	21.00	1	2A	3	4	5	6
02:42 PM	HH.4.Gold: Patient Rm Semi-Private H4-A22	C	PRS	21.00	1	2A	3	4	5	6
03:03 PM	HH.4.Gold: Patient Rm Semi-Private H4-A20	C	PRS	21.00	1	2A	3	4	5	6
03:30 PM	Check OUT (10 Minutes)	-								
Total Working Time (Does not Include Breaks)				432.6						

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: