

## Work Schedule

**Skills:** Text Use, Numeracy, Document Use  
**Profiled:** Cleaner  
**Other Applications:** All

Every facility has its own work schedule for the staff.  
This is a sample of the cleaning schedule at a retirement home.

### **Sunny Days Retirement Villa Cleaning Work Schedule ~ Monday to Friday**

- 8:00am** Staff report to work & receive updates on daily activities.
- 8:10am** Inspect work areas & report any problems.  
Sweep & mop entrance areas & empty garbage.  
Clean main lobby, recreation room, kitchens, lounges,  
laundry rooms & stairwells.  
Clean elevator walls, floors, doors, & landings.  
Clean light fixtures on Monday & Fridays.
- 10:00am** Break
- 10:15am** Clean public washrooms & community baths.  
Vacuum hallways, clean walls, baseboards, water  
fountain, sweep & mop floors.  
Buff floors on Mondays, Wednesdays, & Fridays.
- 12:00pm** Lunch
- 12:30pm** Floor & community bath cleaning continues.
- 3:00pm** Break
- 3:15pm** Mop stairwells, empty garbage, recheck elevators, &  
washrooms.  
On Fridays, check and service cleaning equipment.
- 4:20pm** Put away cleaning carts & equipment.
- 4:30pm** Sign out - end of work day.