



CLEANING INSTRUCTIONS FOR THE NURSING AIDES.

1. The kitchen is to be cleaned daily whenever an aide is done cooking their resident meal, such as cleaning the stove with a-jack, crumbing and wiping the floor with cleaning solution, cleaning the oven with oven-cleaner when used, cleaning appliances exteriorly with a-jack to eliminate grease and food splashes and clients that eat fry food cleaning up of grease on kitchen cabinets around the stove and the wall beam above the stove.
2. Total cleaning of the kitchen and public restroom is done once a week. Duties consist of pulling the stove and the fridge out and cleaning the surrounding area, cleaning all the kitchen appliances exteriorly with a-jack, crumbing, washing and mopping the floors with cleaning solution and this area consist of the kitchen, living room and the hall-way.
3. The central trash can need to be removed to the street corner for government pick-up.
4. The side of the house around the trash can is to be swept and kept clean.
5. Cleaning supplies would be supplied by residents, but supplies for Mr. Patterson, Mr. Davis, Mr. Billy, Mr. Brown, Mr. Lee and Mr. Percy would be provided by the Resident Director.
6. Rags, vacuum, broom and other items provided to be used for the facility is to be kept clean after usage.
7. When it snows all nurses on duty must take salt at the heater room and spray it all over the walk-way for your safety and the resident. When the snow is excessive use the shovel at the heater room to remove some snow from walk-way and apply some salt by spraying it around with hand.
8. Cleaning schedule would be changed randomly as new residents are admitted into the facility.
9. While on schedule assignment and a fellow nursing aide forgets to clean up after themselves as noted above in RULE 1 you on duty have the right to notify the nursing aide, but this should be done courteously and respectfully.

NURSING AIDE GROUPING CATEGORY
GROUP (A) **GROUP (B)**

Mr. Robert Anderson	Mr. Jesse Brown
Mr. Michael Johnson	Mrs. Catherine Jennings
Mr. Percy Tobson	Mr. John Lee
Mr. Leroy Zimmerman	Mr. Ronald Patterson
OMITTED SPACE	Mr. Lacy Davis
OMITTED SPACE	Mr. Billy Pauling

WEEKLY SCHEDULE

NAME

GROUP (B)

Mr. Jesse Brown	January 1 st to 8 th 2012 February 13 th to 19 th 2012 March 26 th to April 1 st 2012 May 7 th to 13 th 2012 June 18 th to 24 th 2012 July 30 th to August 5 th 2012 September 10 th to 16 th 2012 October 22 nd to 28 th 2012 December 1 st to 9 th 2012
Mrs. Catherine Jennings	January 9 th to 15 th 2012 February 20 th to 26 th 2012 April 2 nd to 8 th 2012 May 14 th to 20 th 2012 June 25 th to July 1 st 2012 August 6 th to 12 th 2012 September 17 th to 23 rd 2012 October 29 th to Nov. 4 th 2012 December 10 th to 16 th 2012
Mr. John Lee	January 16 th to 22 nd 2012 February 27 th to Mar. 4 th 2012 April 9 th to 15 th 2012 May 21 st to 27 th 2012