

# **Training Guide for Community Living**

## **Personal Care Activities of Daily Living Handbook**

*This information is intended as a basic reference guide for Case Managers, Providers and Residents.*

Prepared by the Quality Assurance and Certification of Addictions and Mental Health Division

**For Addictions and Mental Health Division  
Licensed Providers  
Adult Foster Home (AFH)  
Residential Treatment Facilities (RTF)  
Residential Treatment Homes (RTH)  
Secure Residential Treatment Facilities (SRTF)**

**If you need this document in an alternate format, please contact the Addictions and Mental Health Division at 503 945-5763**

# A HANDS ON GUIDE TO TRAINING RESIDENTS IN THE ACTIVITIES OF DAILY LIVING (ADL)

The purpose of this guide is to help providers to assist the resident in becoming as independent as possible in the environment they live in, so they can function safely at their highest capacity.

The following descriptors found in the Adult Foster Home Rule and the Residential Treatment Rules best describe activities of daily living. These are important definitions to pay attention to and are taken straight from the rule(s).

***"Homelike"** means an environment that promotes the dignity, security and comfort of residents through the provision of personalized care and services to encourage independence, choice, and decision-making.*

***"Activities of Daily Living (ADL)"** are those personal functional activities required by a resident for continued well-being including eating/nutrition, dressing, personal hygiene, mobility, toileting, and behavior management.*

***"Care"** means the provision of services such as assistance with bathing, dressing, grooming, toileting, ambulation, communication, eating, getting in or out of bed, laundry, cleaning room, managing money, shopping, using public transportation, writing letters, making telephone calls, scheduling appointments, medication supervision, participating in recreational and leisure activities, and similar activities. Care includes 24-hour supervision, being aware of the residents' general whereabouts, and monitoring the activities of the residents while on the premises of the residence to ensure their health, safety, and welfare. The provision of care is directed towards helping residents to improve or maintain their level of functioning.*

***"Care"** means services such as supervision; protection; assistance with activities of daily living such as bathing, dressing, grooming or eating; management of money; transportation; recreation; and the providing of room and board.*

***"Residential Care"** means the provision of room, board, care, and services that assist the resident with ADL's. Residential care includes 24-hour supervision; being aware of the residents' general whereabouts; monitoring the activities of the resident while on the premises of the AFH to*

*ensure their health, safety, and welfare; providing social and recreational activities; and assistance with money management as needed.*

**"Services"** means those activities which help the residents develop appropriate skills to increase or maintain their level of functioning. Services available in the community and arranged for by the caregiver or the community mental health program may include mental health services, habilitation services, rehabilitation services, social services, personal care services, medical, dental, and other health care services, educational services, financial management services, legal services, vocational services, transportation, recreational and leisure activities, and other services required to meet a resident's needs as defined in the ISP.

**Individual Support Plan or Mental Health Plan:**

*The resident's MHP is prepared by MHP Team. The MHP Team addresses each resident's support needs, each service provider's program plan and prepares an MHP for the resident. The MHP shall be developed at the time of admission and updated annually or whenever the resident's condition changes. The MHP shall describe the resident's needs and capabilities including by whom, when, and how often care and services will be provided. Specific information will include:*

- (A) The ADLs the resident is able to do without assistance;*
- (B) The ADLs the resident needs help with;*
- (C) The ADLs the resident may be able to do more independently with encouragement and training;*
- (D) Other problems or needs requiring services;*
- (E) Any mental or physical disabilities or impairments relevant to services needed by the resident;*
- (F) The ability of the resident to exit from the AFH in an emergency and the time required to exit;*
- (G) Instruction and documentation of tasks delegated to the provider by the registered nurse, with the name and license number of the delegating registered nurse; and*
- (H) Dates of review and signature of person preparing the ISP or MHP.*

**"Residential Service Plan"** means an individualized, written plan outlining the care and treatment to be provided to a resident in or through the facility based upon an individual assessment of care and treatment needs. The residential service plan may be a section or subcomponent of the individual's overall plan for mental health treatment when the RTF is operated by a mental health service agency that provides other services to the resident.

*(b) The residential service plan shall identify service needs, desired outcomes and service strategies to address, but not be limited to, the following areas: physical and medical needs, medication regimen, self-care, social-emotional adjustment, behavioral concerns, independent living capability and community navigation.*

**General Requirements.** *The services and activities available at the facility shall include care and treatment consistent with ORS 443.400 and those services individually specified for the resident in the residential service plan developed as outlined in OAR 309-035-0159. Residents shall be encouraged to care for their own needs to the extent possible. All services and activities shall be provided in a manner that respects residents' rights, promotes recovery and affords personal dignity.*

*(2) Services and Activities to Be Available. Services and activities to be available shall include but not be limited to:*

*(a) Provision of adequate shelter consistent with OAR 309-035-0125 through 309-035-0140;*

*(b) At least three meals per day, seven days per week, provided in accordance with OAR 309-035-0170;*

*(c) Assistance and support, as necessary, to enable residents to meet personal hygiene and clothing needs;*

*(d) Laundry services, which may include access to washer(s) and dryer(s) so residents can do their own personal laundry;*

*(e) Housekeeping essential to the health and comfort of residents;*

*(f) Activities and opportunities for socialization and recreation both within the facility and in the larger community;*

*(g) Health-related services provided in accordance with OAR 309-035-0175;*

*(h) Assistance with community navigation and transportation arrangements;*

*(i) Assistance with money management, where requested by a resident, to include accurate documentation of all funds deposited and withdrawn when funds are held in trust for the resident;*

*(j) Assistance with acquiring skills to live as independently as possible;*

*(k) Assistance with accessing other additional services, as needed; and*

*(l) Any additional services required under contract with the Division.*

# **Individual Community Activities of Daily Living Skills Training.**

We have chosen the following activities because they are the most relevant to an individual being independent either in a group setting or in an independent setting. We have separated the manual into two working categories, Provider and Resident. The Provider sections are intended for the provider to use as a training tool and to discuss the section with the resident in preparation of their Personal Care Plan work plan. The resident section is intended for the resident to use as a reference and check off sheet. These training sheets can then be filed in the resident file to review and assess the resident's skills training progress. For some individuals it is also helpful to have another resident (buddy) help them with the check off sheets.

## **Provider: Table of contents.**

1. How to take a shower and/or bath
2. How to do the laundry
3. How to change and make a bed
4. How to use kitchen appliances safely
5. How to clean up after yourself in the dining room
6. How to clean ( clean, dust, sweep, mop and vacuum)
  - kitchen
  - bathroom
  - floors
7. How to be safe inside the home and outside the home
8. Passing room inspection
9. Appearances
10. Sample ADL chores

## **Section 1:**

### **How to take a shower or a bath**

To shower or bathe you need to remember to bring your towel, clean underwear, clean clothes, or robe into the bathroom with you. You also bring your soap, shampoo, and whatever you need to have in the bathroom with you.

Turn on the cold water first, then turn on the hot, and do not get into the shower until the temperature feels good to you. Always be careful that the water is not too hot.

#### **Shampooing your hair:**

Start by getting your hair all wet. Rub your hair with your hands to get it nice and wet. Put some shampoo in your hand and put your hand on top of your head. Using both hands, rub your hair all over, paying attention to the areas behind your ears and around your neck. Wash your hair in this way for about one minute.

Put your head under the water and rinse it twice as long as you washed it. Make sure you get all of the areas of your hair rinsed, because if you do not you will have a soap build up and your head will itch.

#### **Washing your body:**

Make sure that you wash with soap all over your body, including feet, armpits, neck, ears, and your private areas.

Rinse off all of the soap off.

#### **Finishing your shower or bath:**

Turn off the water and dry yourself with your towel.

Put on your robe, or the clean underwear and clean clothes you brought with you to the bathroom.

Dry your hair well, clip your finger and toe nails, placing the clippings in the garbage can.

**Tidying up after you use the bathroom:**

Wipe up all water that may be on the floor as this can cause you or someone else to slip and fall.

Pick up all the things that you brought into the bathroom with you and take them to your room.

Place your dirty clothes in your clothes hamper and your other personal items where they belong.

## Section 2:

### How to do the laundry

#### **Preparing to wash your clothes or bedding:**

Sort your dirty clothes, sheets and towels from your hamper into two piles. One pile of dark colors and one pile of light colors.

Make sure the washer and dryer are empty of clothes.

#### **Using the washer:**

Place your first load of laundry into the washing machine evenly around the tub of the washing machine. Do not mix the dark pile with the light pile.

Read the manufacturers information and measure the correct amount of washing detergent for the first load of laundry.

Place the detergent into the machine evenly on top of the items.

Set the controls of the washing machine to the type of wash and to the correct temperature. (cold water is ok )

#### **Using the dryer:**

After the washing machine has stopped take out everything and place them into the dryer.

Clean out the lint trap before you set the controls to dry your clothes.

Start the dryer. *Look at the labels on your clothing and other washed items and decide what the correct dryer temperature should be before you start the dryer.*

*Example: cottons and woolens will shrink if the heat is too high.*

When the dryer has finished, take out all of the items and fold them or hang them up and put them away where they belong.



## **Section 3:**

### **How to change and make the bed**

Your sheets and pillowslips are to be washed every week and more if they need it. Your blankets should be washed every month.

#### **To change the bed:**

Take off your bedspread, blankets and sheets from the bed. Take the pillowslips off the pillows. Then separate the blankets from the bedspread, sheets and pillowcases.

When you have washed and dried your sheets and pillowslips and/or blanket:

1. Place the bottom sheet onto the mattress, making sure that the corners make the sheet stay tight. Smooth the sheet with your hands so that there are no wrinkles.
2. Place the top sheet on the mattress with the right side (pattern side) down, centered over the mattress, so that it hangs evenly all around. Smooth the sheet so that so that there are no wrinkles.
3. Tuck in the bottom of the sheet, including the corners.

#### **To make the bed:**

1. Place the blanket on top of the sheet, center over the bed, smooth it with your hands and tuck it in the same way as the sheet, then tuck all around the bed.
2. Place the pillowcases on the pillows and put them at the head of your bed.
3. Place the bedspread or comforter on top, centered and even. Smooth it with your hands until it looks nice and neat.

## Section 4:

### How to use kitchen appliances safely

Always wash your hands with soap and water before using anything in the kitchen and always wash your hands before and after handling food.

**Never** put anything made of metal into a microwave, it could cause it to explode. Some examples are: spoons, knives, forks, aluminum foil, and metal pans.

**Never** stick a knife or other metal objects into the toaster. This could electrocute you. Always ask for help if something gets stuck in the toaster.

When heating up items in the microwave, remember that the items will be hot. Use potholders to take things out of the microwave. Be careful drinking hot drinks directly from the microwave, it is very easy to burn yourself.

Always be careful when you are around the stove. Electric burners are hot a long time after they are turned off. Never put anything on a burner unless it belongs there (like pots with food or liquids, pans to warm up for cooking, kettle with water). Never put anything that is empty on a burner.

Always mark food you put into the refrigerator to remind yourself what it is and when you put it there. Food quickly gets too old to eat. It can make you sick if you eat something that is too old. Ask staff to help you decide if something is too old to eat.

Do not ever pour a cup of coffee before the coffee maker has finished brewing. Wait until it has finished, it will not take long.

Get knives from staff and return them immediately after use.

Know where the first aid kit is, and ask staff for help if you hurt yourself or need help remembering the safety rules.

Be careful with can openers. The lids are sharp after they are cut and can easily cut your finger or hand. Throw the lid in the garbage right away.

Do not leave food out on the counters. Put it in the refrigerator or cupboard when you are finished with it or throw it away in the garbage.

Check the trash can and empty when it is full into the outside trash can.

## **Section 5:**

### **How to clean up in the dining room**

Always wash your hands before eating.

If you spill something, wipe it up immediately.

Always scrape off the food from the plates into the trashcan before placing them into the dishwasher. Empty all glasses or cups before placing them on the top rack of the dishwasher. Always place the knives, forks, and spoons facing downward into the container in the dishwasher.

Set the controls of the dishwasher, put in dishwashing detergent and turn it on. When the dishwasher has finished and the items are dry, place them carefully in the cupboards and drawers where they belong.

Clean the table and chairs by wiping them with a damp cloth or towel to remove any spills or crumbs from the meal.

Wipe any spills on the floor with a damp cloth or towel. Always be careful when walking near spills and wet areas as they are dangerous slip and fall hazards.

Sweep the floors so that any crumbs that have fallen from the table are gone.

Pick up any item that may be lying around such as magazines or newspapers and stack them neatly.

## Section 6:

### How to clean, dust, sweep, mop and vacuum

#### To Dust:

To dust and clean surfaces you must remove all items that are on coffee tables, ledges, shelves, night stands, dressers, kitchen counter tops and appliances and bathroom sinks.

Use a clean rag or dust towel and remove all dust and dirt.

- For wood type surfaces use a furniture cleaner.
- For kitchen counter tops use a cleaner that kills germs and is made for the kitchen.
- For bathroom use a cleanser that is made for bathrooms.
- For glass and mirror, use a window cleaner.

Spray a small amount of the cleaner onto the surface and gently wipe it with your clean dusting towel or rag. Remove all of the dust and leaving a shiny and clean surface. Place all of the items neatly back onto the surface where you removed them.

**Kitchen:** Spray a small amount of the cleaner onto the surface and gently wipe it with your cleaning towel or rag. Remove all of the dirt and scum and leaving a shiny and clean surface. Place all of the items neatly back onto the surface where you removed it.

Clean the sink in the same way. Wipe down all appliances such as oven front, cooking surface (making sure they are turned off), refrigerator doors, dishwasher doors.

**Bathroom:** For bathroom counter tops and all other fixtures use a cleaner that kills germs and is made for the bathroom. Spray a small amount onto the surface and gently wipe it with your cleaning towel or rag. Remove all of the dirt and any soap scum, leaving a shiny and clean surface. Place all of the items neatly back onto the surface where you removed them.

**Use a window cleaner** and paper towels for the mirror.

**Use a toilet cleaner** in the toilet. Flush once and place the cleaner in the bowl. Wait one minute and swish the toilet with the toilet brush and flush. Using a cleaning towel or rag, wash or wipe the toilet seat, rim and toilet back to remove any stains.

Using a clean towel or rag, wash or wipe out the bathtub or shower with the bathroom cleaner.

## **For the floors**

Pick up any item on the floor that does not belong there.

**Sweep** the floor by pulling the broom towards you and in front of you until you have made a pile of dirt and dust. Sweep the pile into the dustpan and place it in the trash can. Repeat this until the whole room is clean.

**Mop** the floor with water and soap or floor cleaning liquid. Place the mop into the bucket get it wet and wring out the extra water. Push the mop away from you and bring it towards you again covering a small area each time. Keep putting the mop into the water, squeezing out the dirty water and repeating this method until all the floor has been cleaned. You are always cleaning in front of you with you moving closer to the door so that when you have finished you can leave the room while it dries and you are not walking over the clean wet area. Wait until it dries before going back into the room.

**Vacuum** the floor by first picking up all items that should not be on the floor. Plug in the vacuum. Turn the vacuum on. Run the vacuum over the floor cleaning in front of you, including under the furniture. **Never run the vacuum over the electrical cord.** Turn off the vacuum. Make sure the cord is tidy (check the vacuum out they are not all alike). Put the vacuum away where it belongs.

## **Section 7:**

### **How you can be safe inside the home and outside the home.**

When you are using the bathroom always keep the bathroom door closed.

Always knock and get permission before entering a room with a closed door.

Keep track of your personal belongings at all times. Do not leave them lying around.

Never let strangers into the home.

Never go into a stranger's home or get into a stranger's car. No matter what they offer you.

If some one tries to touch you inappropriately or in a way that makes you feel uncomfortable, get away from them and tell staff or someone you trust.

Always watch and check traffic signals and walk at the crosswalk only when there are no cars.

Do not get into physical fights. Walk away. Always choose to be safe.

## Section 8:

### **Tips for a resident in keeping their room and belongings clean and neat**

- Y     Dust and wipe down all furniture and fixtures in your room
- Y     Vacuum room
- Y     Is your bed made up when you are not in it?
- Y     Make sure you have clean bedding, towels, and washcloths
- Y     Make sure there is no more than one week of dirty items in the laundry basket
- Y     Clean laundry has been put away
- Y     Organize and clean hygiene supplies  
(razors, hair brush, comb, toothbrush, toothpaste, deodorant, etc.)
- Y     Organize clothes closet using the hangers and shelves
- Y     Organize shoes
- Y     Organize dresser contents by folding and by type
- Y     Organize night stands to be neat, clean and tidy

If there is a lamp with a shade:

- ☐     Does the lamp have a working light bulb?
- ☐     Is the shade dust free and placed on the lamp straight?



## **Section 9:**

### **Your appearances can say a lot about you and can project a positive image to others.**

Wear clothing that is season appropriate and does not have stains or holes.

Wear clean sweaters and coats for colder weather.

Wear clean light fabric tops and bottoms for hotter days.

Wear shoes that fit and are not run down and dirty.

Your hair should be clean and well groomed.

Make sure your nails that are clean and trim.

Your feet and toenails should be clean.

Wear sleep-wear that is clean and in good condition and a bathrobe that is appropriate for a group living environment.

Wear clean under garments that fit and are not worn out.

Headwear, scarves, wigs and hats should be in good condition and clean.

## **Section 10:**

### **Samples of community living ADL Chores**

#### **Getting the meal ready.**

#### **Helping prepare the meals with staff.**

With staff assistance, gather food item needed for meal.

Work with staff to prepare meal, cleaning up as you go.

Set table(s) with cloth, place mats, plates, silverware, napkins, glasses or cups.

Put drinks and condiments on the table, such as salt, pepper, butter, salad dressings, bread, etc.

When the meal is ready for serving let everyone know that it is ready.

#### **Cleaning up after the meal.**

Wait until everyone is finished eating then take the dishes to the kitchen sink area.

Place all food scraps into the kitchen trash can.

Put the leftovers in containers or bags, write on the bag or container the content and the date, and put them into the refrigerator.

Put away condiments.

Wipe down the kitchen counters.

Wipe down the stove and microwave if it they were used.

Put all dirty dishes and drinking items into the dishwasher, put in the cleaning detergent and turn on the dishwasher.

#### **Cleaning the eating area.**

Make sure that all the items used for the meal are put away.

Wipe down the table and chairs.

Clean up any spills on the floor.

Sweep the floor clean of all crumbs.

#### **Kitchen chore:**

Fill dishwasher with dishes, cups and glasses.

Wash all pots and pans, dry and put away

Wash all other serving dishes that will not fit into the dishwasher, dry and put away.

Clean sink.

Take out the trash can and empty into the garbage can.

Sweep and mop the floor.

### **Cleaning the living room:**

Dust all furniture and curtains or window coverings.

Dust all woodwork with furniture polish.

Water all plants if needed.

Vacuum the living room.

Tidy all books, papers and magazines.

### **Cleaning the bathroom.**

Wipe down all counter tops and surfaces with bathroom cleaning solutions.

Clean the mirror with glass cleaner.

Scrub the tub/shower and rinse.

Scrub the sink with cleanser.

Clean toilet in the inside with the cleanser and brush.

Lift the seat to clean the seat and rim and around the outside of the bowl.

Sweep and mop the floor and empty the trash container.

Make sure that there is toilet paper available, soap in the hand washing container, towels for hand drying.

### **Laundry Room:**

Wipe down the washer and dryer with cleaning solution and a damp cleaning cloth.

Make sure that dryer vents are free of lint and dust.

Empty the trash can.

Sweep and mop the floor.

### **Smoking area.**

Make sure that all the cigarettes are out. Empty water on the cigarettes to make sure they are not still lit. Empty all ashtrays into the garbage can.

Wipe down the chairs and the tables.

Sweep the floor area.

## **RESIDENT CHECK SHEET SECTION:**

HOW TO TAKE A SHOWER OR BATH

HOW TO DO THE LAUNDRY

HOW TO CHANGE AND MAKE THE BED

HOW TO USE KITCHEN APPLIANCES SAFELY

HOW TO CLEAN UP AFTER YOUR SELF IN THE DINING  
ROOM OR KITCHEN

HOW TO CLEAN, DUST, SWEEP, MOP AND VACUUM

HOW YOU CAN BE SAFE INSIDE AND OUTSIDE THE HOME

TIPS FOR KEEPING YOUR ROOM AND BELONGINGS NEAT  
AND TIDY

YOUR APPEARANCE SAYS A LOT ABOUT YOU

CHORE CHECK OFF LISTS

**Name:**

**Date:**

## **How do you get ready to take a bath or a shower?**

**To shower or bathe you will need to remember to bring your:**

- ☐ Towel,
- ☐ Clean underwear,
- ☐ Clean clothes, or robe,
- ☐ Shampoo and your soap and
- ☐ Anything else you would need in the bathroom with you, like your nail clippers, comb or brush and lotion.
- ☐ First you turn on the cold water then turn on the hot water. Always be careful that the water is not too hot.
- ☐ Do not get into the shower until it is the temperature test feels good to you.

### **Shampooing your hair:**

- ☐ Start by getting your hair all wet. Rub your hair with your hands to get it nice and wet. Put some shampoo in your hand and put your hand on top of your head. Using both hands, rub your hair all over, paying attention to the areas behind your ears and around your neck. Wash your hair in this way for about one minute.
- ☐ Put your head under the water and rinse it twice as long as you washed it. Make sure you get all of the areas of your hair rinsed, because if you do not you will have a soap build up and your head will itch.

**Washing your body:**

- ☐ Make sure that you wash with soap all over your body, including feet, armpits, neck, ears, and your private areas.
- ☐ Rinse off all of the soap off.

**Finishing your shower or bath:**

- ☐ Turn off the water and dry yourself with your towel.
- ☐ Put on your robe, or the clean underwear and clean clothes you brought with you to the bathroom.
- ☐ Dry your hair well, clip your finger and toe nails, placing the clippings in the garbage can.

**Tidying up after you use the bathroom:**

- ☐ Wipe up all water that may be on the floor as this can cause you or someone else to slip and fall.
- ☐ Pick up all the things that you brought into the bathroom with you and take them to your room.
- ☐ Place your dirty clothes in your hamper and your other personal items where they belong.

**Name:**

**Date:**

## **How do you prepare to do the laundry?**

### **Preparing to wash your clothes or bedding:**

- ☐ Sort your dirty clothes, sheets and towels from your hamper into two piles.
- ☐ One pile of dark colors and one pile of light colors.

Make sure the washer and dryer are empty of clothes.

### **Using the washer:**

- ☐ Place your first load of laundry into the washing machine evenly around the tub of the washing machine. Do not mix the dark color pile load with the light colored pile.
- ☐ Measure the correct amount of washing detergent for the first load of laundry.
- ☐ Place the detergent into the machine evenly on top of the items.
- ☐ Set the controls of the washing machine to the type of wash and to the correct temperature. (cold water is ok )

### **Using the dryer:**

- ☐ After the washing machine has stopped take out every thing and place them into the dryer. Remember to read the instructions for drying on the labels. Some clothes will shrink and be ruined if the drying heat is too hot.
- ☐ Clean out the lint trap before you set the controls to dry your clothes.
- ☐ Start the dryer.
- ☐ When the dryer has finished, take out all of the items and fold them or hang them up and put them away where they belong.

**Name:**

**Date:**

## **How do you change and make your bed?**

Your sheets and pillowslips are to be washed every week and more if they need it. Your blankets should be washed every other month.

### **To change the bed:**

- ☐ Take off your bedspread, blankets and sheets from the bed.
- ☐ Take the pillowslips off the pillows.
- ☐ Then separate the blankets from the bedspread, sheets and pillowcases.

When you have washed and dried your sheets and pillow slips and/or blanket:

- ☐ Place the bottom sheet onto the mattress, making sure that the corners make the sheet stay tight. Smooth the sheet with your hands so that there are no wrinkles.
- ☐ Place the top sheet on the mattress with the right side (pattern side) down, centered over the mattress, so that it hangs evenly all around. Smooth the sheet so that so that there are no wrinkles.
- ☐ Tuck in the bottom of the sheet, including the corners.

### **To make the bed:**

- ☐ Place the blanket on top of the sheet, center over the bed, smooth it with your hands and tuck it in the same way as the sheet, then tuck all around the bed.
- ☐ Place the pillowcases on the pillows and put them at the head of your bed.
- ☐ Place the bedspread or comforter on top, centered and even.
- ☐ Smooth it with your hands until it looks nice and neat.



**Name:**

**Date:**

## **How to use kitchen appliances safely.**

Always wash your hands with soap and water before using anything in the kitchen and always wash your hands before and after handling food.

**Never** put anything made of metal into a microwave, it could cause it to explode. Some examples are: spoons, knives, forks, aluminum foil, and metal pans.

**Never** stick a knife or other metal objects into the toaster. This could electrocute you. **Always ask for help** if something gets stuck in the toaster.

When heating up items in the microwave, remember that the items will be hot. Use potholders to take things out of the microwave.

**Be careful** drinking hot drinks directly from the microwave, it is very easy to burn yourself.

**Always be careful** when you are around the stove. Electric burners are hot a long time after they are turned off.

**Never** put anything on a burner unless it belongs there (like pots with food or liquids, pans to warm up for cooking, kettle with water).

**Never** put anything that is empty on a burner.

Always mark food you put into the refrigerator to remind yourself what it is and when you put it there. Food quickly gets too old to eat. It can make you sick if you eat something that is too old.

Ask staff to help you decide if something is too old to eat.

**Do not ever** pour a cup of coffee before the coffee maker has finished brewing. Wait until it has finished, it will not take long.

Get knives from staff and return them immediately after use.

**Know where the first aid kit is**, and ask staff for help if you hurt yourself or need help remembering the safety rules.

Be careful with can openers. The lids are sharp after they are cut and can easily cut your finger or hand. Throw the lid in the garbage right away.

Do not leave food out on the counters.

Put it in the refrigerator or cupboard when you are finished with it or throw it away in the garbage.

Check the trash can and empty when it is full into the outside trash can.

**Name:**

**Date:**

## **How do you clean up after yourself in the dining room?**

Always wash your hands before eating. If you spill something wipe it up immediately.

- ☐ **Always** scrape off the food from the plates into the trashcan before placing them into the dishwasher.
- ☐ **Always** empty all glasses or cups before placing them into the dishwasher. Always place the knives, forks and spoons into the container in the dishwasher.
- ☐ **Next** set the controls of the dishwasher and turn it on.
- ☐ **When** the dishwasher has finished and the items are dry place them carefully in the cupboards and drawers where they belong.
- ☐ Clean the table and chairs by wiping them with a damp cloth or towel to remove any spills or crumbs from the meal.
- ☐ Wipe any spills on the floor with a damp cloth or towel. Always be careful when walking near spills and wet areas they are dangerous slip and fall hazards.
- ☐ Sweep the floors so that any crumbs that have fallen from the table are gone.
- ☐ Pick up any item that may be lying around such as magazines or newspapers and stack them neatly.

**Name:**

**Date:**

## **How you clean, dust, sweep, mop and vacuum.**

### **To Dust:**

To dust and clean surfaces you must remove all items that are on coffee tables, ledges, shelves, night stands, dressers, kitchen counter tops and appliances and bathroom sinks.

Use a clean rag or dust towel and remove all dust and dirt.

- For wood type surfaces use a furniture cleaner.
  - For kitchen, counter tops use a cleaner that kills germs and is made for the kitchen.
  - For bathroom use a cleanser that is made for bathrooms.
  - For glass and mirror, use a window cleaner.
- ☐ Spray a small amount of the cleaner onto the surface and gently wipe it with your clean dusting towel or rag. Removing all of the dust and leaving a shiny and clean surface. Place all of the items neatly back onto the surface where you removed it.

### **Kitchen:**

- ☐ Spray a small amount of the cleaner onto the surface and gently wipe it with your cleaning towel or rag. Removing all of the dirt and scum and leaving a shiny and clean surface.
- ☐ Place all of the items neatly back onto the surface where you removed it.
- ☐ Clean the sink in the same way.

Make sure all appliances are turned off and then,

- ☐ Wipe down all appliances such as oven front, cooking surface refrigerator doors and dishwasher doors.

### **Bathroom:**

For bathroom counter tops and all other fixtures use a cleaner that kills germs and is made for the bathroom.

- ☐ Spray a small amount of the cleaner onto the surface and gently wipe it with your cleaning towel or rag. Removing all of the dirt and any soap scum, leaving a shiny and clean surface.
- ☐ Place all of the items neatly back onto the surface where you removed it from.
- ☐ Use a window cleaner and paper towels for the mirror.
- ☐ Use a toilet cleaner in the toilet. Flush once and place the cleaner in the bowl. Wait one minute and swish the toilet with the toilet brush and flush.
- ☐ Using a cleaning towel or rag sponge the toilet seat, rim and toilet back to remove any stains.
- ☐ Using a clean towel or rag sponge out the bathtub or shower with the bathroom cleaner.

**For the floors:**

- ☐ Pick up any item on the floor that does not belong there.

**Sweep:**

- ☐ Sweep the floor by pulling the broom towards you and in front of you until you have made a pile of dirt and dust.
- ☐ Sweep the pile into the dustpan and place it in the trash can.
- ☐ Repeat this until the whole room is clean.

**Mop:**

Mop the floor with water and soap or floor cleaning liquid.

- ☐ Place the mop into the bucket get it wet and wring out the excess water. Push the mop away from you and bring it towards you again covering a small area each time.
- ☐ Keep putting the mop into the water, squeezing out the dirty water and repeating this method until all the floor has been cleaned.
- ☐ You are always cleaning in front of you with you moving closer to the door so that when you have finished you can leave the room while it dries and you are not walking over the clean wet area.
- ☐ Wait until it dries before going back into the room.

**Vacuum:**

- ☐ Vacuum the floor by getting it ready, pick up all items that should not be on the floor.
- ☐ Plug in the vacuum.
- ☐ Turn the vacuum on.

- ☐ Run the vacuum over the floor cleaning in front of you, including under the furniture. **Be careful** not to run the vacuum over the electrical cord.
- ☐ Turn off the vacuum.
- ☐ Make the cord tidy (check the vacuum out they are not alike).
- ☐ Put the vacuum away where it belongs.

**Name:**

**Date:**

## **How you can be safe inside the home and outside the home.**

When you are using the bathroom **always, keep the bathroom door closed.**

**Always knock and get permission** before entering a room with a closed door.

**Keep track of your personal belongings** at all times. Do not leave them lying around.

**Never let strangers into the home.**

**Never go into a stranger's home or get into a stranger's car.** No matter what they offer you.

If some one tries to touch you inappropriately or in a way that makes you feel uncomfortable, get away from them and **tell staff or someone you trust.**

**Always watch and check traffic signals** and walk at the crosswalk only when there are no cars.

Do not get into physical fights. Walk away. **Always choose to be safe.**



**Name:**

**Date:**

## **Tips for a resident in keeping their room and belongings clean and neat**

- Y     Dust and wipe down all furniture and fixtures in your room
- Y     Vacuum room
- Y     Is your bed made up when you are not in it?
- Y     Make sure you have clean bedding, towels, washcloths
- Y     Make sure there is no more than one week of dirty items in the laundry basket
- Y     Clean laundry has been put away
- Y     Organize and clean hygiene supplies  
(razors, hair brush, comb, toothbrush, toothpaste, deodorant, etc.)
- Y     Organize clothes closet using the hangers and shelves
- Y     Organize shoes
- Y     Organize dresser contents by folding and by type
- Y     Organize night stands to be neat, clean and tidy

If there is a lamp with a shade:

- ☐     Does the lamp have a working light bulb?
- ☐     Is the shade dust free and placed on the lamp straight?

**Name:**

**Date:**

**Your appearance can say a lot about you and can project a positive image to others:**

- ☐ Are you wearing clothing that is season appropriate and do not have stains or holes in them.
- ☐ Clean sweaters and coats for colder weather.
- ☐ Clean light fabric tops and bottoms for hotter days.
- ☐ Do the shoes you are wearing fit you and are they in good shape and not run down and dirty.
- ☐ Is your hair clean and well groomed.
- ☐ Are your nails clean and trim.
- ☐ Are your feet and toenails clean.
- ☐ Is your sleep wear and robe clean and in good condition and appropriate for a group living environment.
- ☐ Do your under garments fit and are not worn out.
- ☐ If you wear headwear, scarves, wigs and hats are they in good condition and clean.

**Name:**

**Date:**

## **CHECK OFF LISTS for Community living chores.**

### **1. Helping prepare the meals with staff.**

- ☐ With staff assistance, gather food item needed for meal.  
Work with staff to prepare meal, cleaning up as you go.
- ☐ Set table(s) with cloth, place mats, plates, silverware, napkins, glasses or cups.
- ☐ Put condiments on the table, such as salt, pepper, butter, salad dressings, bread etc.
- ☐ When the meal is ready for serving let everyone know that it is ready.

### **2. Cleaning up after the meal.**

Wait until everyone is finished eating then take the dishes to the kitchen sink area.

- ☐ Place all food scraps into the kitchen trash can.
- ☐ Put the leftovers in containers or bags, write on the bag or container the content and the date, and put them into the refrigerator.
- ☐ Put away condiments and beverages.
- ☐ Wipe down the kitchen counters.
- ☐ Wipe down the stove and microwave if it was used.
- ☐ Put all dirty dishes and drinking items into the dishwasher, put in the cleaning detergent and turn on the dishwasher.

### **3. Cleaning the eating area.**

- ☐ Make sure that all the items used for the meal are put away.
- ☐ Wipe down the table and chairs.
- ☐ Clean up any spills on the floor.
- ☐ Sweep the floor clean of all crumbs.

### **4. Cleaning the bathroom.**

- ☐ Wipe down all counter tops and surfaces with bathroom cleaning solutions.
- ☐ Clean the mirror with glass cleaner.
- ☐ Scrub the tub/shower and rinse.
- ☐ Scrub the sink with cleanser.
- ☐ Clean toilet in the inside with the cleanser and brush.
- ☐ Lift the seat to clean the seat and rim and around the outside of the bowl.
- ☐ Sweep and mop the floor and empty the trash container.
- ☐ Make sure that there is toilet paper available, soap in the hand washing container, towels for hand drying.

## **5. Cleaning the living room:**

- ☐ Dust all furniture and curtains or window coverings.
- ☐ Dust all woodwork with furniture polish.
- ☐ Water all plants if needed.
- ☐ Vacuum the living room.
- ☐ Tidy all books, papers and magazines.

## **6. Kitchen chore:**

- ☐ Fill dishwasher with dishes, cups and glasses.
- ☐ Wash all pots and pans, dry and put away
- ☐ Wash all other serving dishes that will not fit into the dishwasher, dry and put away.
- ☐ Clean sink.
- ☐ Take out the trash can and empty into the garbage can.
- ☐ Sweep and mop the floor.

## **7. Laundry Room:**

- ☐ Wipe down the washer and dryer with cleaning solution and a damp cleaning cloth.
- ☐ Make sure that dryer vents are free of lint and dust.
- ☐ Empty the trash can.
- ☐ Sweep and mop the floor.

## **8. Smoking area.**

- ☐ Make sure that all the cigarettes are out. Empty water on them just to make sure.
- ☐ Empty all ashtrays into the garbage can.
- ☐ Wipe down the chairs and the tables
- ☐ Sweep the floor area.