

ANCHOR Center Detail Sheet

FORM 1369A-20

Week of

NAME	A WING	TIME DUE	MON	TUES	WED	THURS	FRI	SAT	SUN
	Bathroom #1 (#115)	Once a day	/	/	/	/	/	/	/
	Bathroom #2 (#136/#138)	Once a day	/	/	/	/	/	/	/
	Bathroom #3 (#140/#142)	Once a day	/	/	/	/	/	/	/
	Bedroom #135	Once a week	/	/	/	/	/	/	/
	Bedroom #136	Once a week	/	/	/	/	/	/	/
	Bedroom #138	Once a week	/	/	/	/	/	/	/
	Bedroom #140	Once a week	/	/	/	/	/	/	/
	Bedroom #142	Once a week	/	/	/	/	/	/	/
NAME	B WING	TIME DUE	MON	TUES	WED	THURS	FRI	SAT	SUN
	Bathroom #1 (#153/#153)	Once a day	/	/	/	/	/	/	/
	Bathroom #2 (#153/#155)	Once a day	/	/	/	/	/	/	/
	Bedroom #149	Once a week	/	/	/	/	/	/	/
	Bedroom #151	Once a week	/	/	/	/	/	/	/
	Bedroom #153	Once a week	/	/	/	/	/	/	/
	Bedroom #155	Once a week	/	/	/	/	/	/	/
NAME	C WING	TIME DUE	MON	TUES	WED	THURS	FRI	SAT	SUN
	Bathroom #1 (#161/#163)	Once a day	/	/	/	/	/	/	/
	Bathroom #2 (#165/#167)	Once a day	/	/	/	/	/	/	/
	Bathroom #3 (#168)	Once a day	/	/	/	/	/	/	/
	Bedroom #161	Once a week	/	/	/	/	/	/	/
	Bedroom #163	Once a week	/	/	/	/	/	/	/
	Bedroom #165	Once a week	/	/	/	/	/	/	/
	Bedroom #167	Once a week	/	/	/	/	/	/	/
	Bedroom #169	Once a week	/	/	/	/	/	/	/
NAME	OTHER DETAIL	TIME DUE	MON	TUES	WED	THURS	FRI	SAT	SUN
	Control Center/Patio	Once a day	/	/	/	/	/	/	/
	Sanitizing	Once a day	/	/	/	/	/	/	/
	Trash/ROSEs	Once a day	/	/	/	/	/	/	/
	Therapy Rooms/Hallway	Once a day	/	/	/	/	/	/	/
	Tv Lounges/Windows	Once a day	/	/	/	/	/	/	/
	Laundry Rooms	M,W,F	/	/	/	/	/	/	/
	Staff Bathroom/Trash	Thurs & Sun	/	/	/	/	/	/	/
	Conference Room/Hallway	Once a day	/	/	/	/	/	/	/
	Hallways	Mon & Thurs	/	/	/	/	/	/	/
	Lobby	Fri, Sat, or Sun	/	/	/	/	/	/	/
	Windows	Once a week	/	/	/	/	/	/	/
	Skills Room	Once a week	/	/	/	/	/	/	/
	UA Bathroom	Fri, Sat, or Sun	/	/	/	/	/	/	/
	Cleaning Cart	Wed & Sun	/	/	/	/	/	/	/

For Public Information Only

Some detail may not need to be completed every day. Please check with staff before beginning your assigned detail.

Please note that you may have more than one detail assigned to you.

You must complete your detail before going on furlough.

Some details that are once a week, may need to be completed more than once a week based on the needs of the facility.

ANCHOR Center Kitchen Detail Sheet

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Week of

ANCHOR Center Kitchen Detail Sheet

Week of

NAME	MORNING	9:00 AM	MON	TUES	WED	THURS	FRI	SAT	SUN
	JOB #1	Everyday	/	/	/	/	/	/	/
	JOB #2	Everyday	/	/	/	/	/	/	/
	JOB #3	Everyday	/	/	/	/	/	/	/
	JOB #4	Everyday	/	/	/	/	/	/	/
	JOB #5	Everyday	/	/	/	/	/	/	/
NAME	AFTERNOON	12:30 PM	MON	TUES	WED	THURS	FRI	SAT	SUN
	JOB #1	Everyday	/	/	/	/	/	/	/
	JOB #2	Everyday	/	/	/	/	/	/	/
	JOB #3	Everyday	/	/	/	/	/	/	/
	JOB #4	Everyday	/	/	/	/	/	/	/
	JOB #5	Everyday	/	/	/	/	/	/	/
NAME	EVENING	5:45 PM	MON	TUES	WED	THURS	FRI	SAT	SUN
	JOB #1	Everyday	/	/	/	/	/	/	/
	JOB #2	Everyday	/	/	/	/	/	/	/
	JOB #3	Everyday	/	/	/	/	/	/	/
	JOB #4	Everyday	/	/	/	/	/	/	/
	JOB #5	Everyday	/	/	/	/	/	/	/
	JOB #6	Everyday	/	/	/	/	/	/	/

For Public Information Only

***Staff will prepare the late trays.
Staff will put the food away after meals.
If you eat, you will be expected to fill in where needed.***