



Interoffice Memorandum
STATE OPERATED COMMUNITY PROGRAM
Seniors and People with Disabilities
Department of Human Services
P.O. Box 14250, Salem, Oregon 97309-0740

DATE: October 23, 2007

TO: All Site Managers
Deanna Bathke, SOCP Director
Anne Augsburger, QA/WOC Program Manager
Glenn Nealy, Program Manager
Peggy Prather, Program Manager
Terri Millsap, HR Manager
Elaine Stauffer, Business Manager
Rick Hethorn, VOC Manager

FROM: Laura Traeger, Program Administrator

SUBJECT: SOCP House Rules/SOCP Cleaning List

Attached you will find the New SOCP House Rules and Cleaning List. Please assure all SOCP staff are trained by December 1, 2007. These systems are to be used, on an ongoing basis, to provide clear guidelines for staff and assure continuity across the agency.

If you have questions, comments, or want to modify it in any way please let me know prior to making any changes.

Thank you. Laura

State Operated Community Program

House Cleaning List		Month / Year: _____																															
Chores	Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Empty dishwasher	Day																																
	Swing																																
Prior to end of shift Check Med / Mar's / TAR's for accuracy	Day																																
	Swing																																
	Night																																
Mop and sweep floors, prior to end of shift	Day																																
	Swing																																
	Night																																
Empty trash cans	Day																																
	Swing																																
	Night																																
Wipe off counter tops and tables, prior to end of shift	Day																																
	Swing																																
	Night																																
Deep clean bathrooms; Each Shift	Day																																
	Swing																																
	Night																																
Toilets, counters, sink, mop	Day																																
	Swing																																
	Night																																
Vacuum floors	Day																																
	Swing																																
	Night																																
Laundry: Dry and Fold House/client laundry. Alert next shift of laundry in washer/dryer.	Day																																
	Swing																																
	Night																																
Clean Adaptive Equipment.: Follow protocols for wheel chairs, tables, Ankle Foot Orthotics (AFO), etc.	Day																																
	Swing																																
	Night																																

Chore	Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
MISCELLANEOUS: Items to complete upon completion of assigned chores and assigned individual do not need assistance or is sleeping.																																					
<ul style="list-style-type: none"> Assist/help other staff Do the dishes Bake something Toss outdated/unmarked fridge food Rotate food in cupboards Review clients' BSP 	<ul style="list-style-type: none"> Straighten closets Deep clean areas Do house laundry Do mending Turn in recycling Wash state vehicles 															<ul style="list-style-type: none"> Decorate for holidays Reinforce pages in books Clean gutters Clean light switches Organize scrapbooks for clients Do crafts/projects for clients if pre-approved by management. 																					
Activities limited to staff breaks: 2 (15 minutes) Management must be aware of scheduled breaks.																																					
<ul style="list-style-type: none"> Hand held games or laptop computer Watching TV Scrap booking (personal) 	<ul style="list-style-type: none"> Personal knitting/crafting Games not with client Card playing 															<ul style="list-style-type: none"> Personal paperwork or homework Relaxing with feet up Reading books, magazines, and newspapers 																					
NEVER APPROVED for staff:																																					
NO sleeping NO use of blankets/pillows NO loud music NO visitors/visiting staff NO horseplay NO lights off in living areas during evening/night hours.																																					
Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature
																												Weekly Site Managers signature: Verify chores		Date:							
																												Date:		Date:							
																												Date:		Date:							