



Coastal Community Care

95 Main Street, Suite 1B
P.O. Box 897, Auburn ME 04210
Phone: (207) 241-0424
Fax: (207) 241-0517

Daily Routine Checklist

Complete the following routine each day before leaving the home, please sign your initials to indicate that task was completed.

Program:	Supervisor:
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Daily Routine	Friday	Saturday	Sunday
Review medication administration record from previous shifts and ensure that there are enough med supplies for at least 7 Days .			
Review Documentation from previous shifts and follow up with staffs who have missing notes. Ensure that every staff complete ISP data before leaving the home.			
Lead and assign housekeeping tasks throughout the day. Ensure that every task is completed.			
Ensure foods are labeled and dispose of all expired foods.			
Discuss and schedule daily activities with residents and other staff.			
Complete medication inventory once a week and send inventory to program manager or Chris. Ensure that all the Doctor's orders are current and inform them if a new order is needed.			
Complete timesheet and mileage log every day.			



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Supervisor Signature

Date