

The Steady House

A simple household & daily-support kit

The house runs on small things done the same way, every shift.

What this kit is for

Most of what makes a house feel safe and calm is not in the care plan. It is the fridge that gets checked, the laundry that comes back to the right room, the soap that does not run out on a Saturday night.

This kit puts that household work on paper so it does not live in one person's head. When a new hire starts, when you are short-staffed, or when you are on call from home, the house still knows what to do.

Who it is for

Group home owners, house managers, and administrators who want the everyday side of the house to run the same way on every shift, with every team.

A note on privacy. These are house sheets, not resident records. Use room numbers or your house's agreed labels. Personal, medical, and behavior details stay in your official documentation.

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Start small. One sheet this week.

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What each shift touches, every day.

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Menu, grocery, and laundry days on one page.

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Par levels so nothing runs out.

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How to Set It Up

You do not need to use every page. Pick the one that would help most this week.

1 Pick your first sheet

Think about the last thing that went wrong in the house that was not about care. Ran out of something? Laundry mixed up? A room left messy at handoff? Start with the page that fixes that.

2 Fill in the blanks for your house

Every house is different. Cross out what does not fit and write in what does. Add your own items on the blank lines. A sheet that matches your house gets used. A generic one gets ignored.

3 Post it where the work happens

The Daily House Rhythm goes in the staff office or on a clipboard by the door. The kitchen page goes inside a cabinet. The restock tracker goes in the supply closet.

4 Walk your team through it once

Five minutes at shift change is enough. Show where it lives, what "done" looks like, and who to tell when something is off. Then let the sheet do the reminding.

5 Review it once a month

What got skipped every week? That task may be in the wrong shift, or it may not matter as much as you thought. Adjust it. The sheet serves the house, not the other way around.

Support levels used in this kit

S Staff does it. Staff complete the task.

T Together. Staff and resident share the task.

R Resident leads. Staff stay nearby, prompt only if needed.

Match the level to each person's plan and goals. The aim is to do *with*, not *for*, whenever the plan allows.

My house, my first step

The page I am starting with:

Where it will be posted:

Who I will walk through it with, and when:

Daily House Rhythm

What each shift touches so the next shift walks into a steady house.

Date _____ House _____ Lead on shift _____

Morning

Wake-up through breakfast

Task	Initials
☐ Kitchen open: counters wiped, dishwasher emptied	
☐ Fridge check: anything expired or undated pulled	
☐ Breakfast offered with choices	
☐ Bathrooms: quick wipe, towels and paper stocked	
☐ Trash and recycling checked	
☐ House calendar reviewed for today	
☐ _____	

Day

Late morning through dinner

Task	Initials
☐ Lunch and snacks offered	
☐ Today's chores done (see rotation)	
☐ Laundry for today's rooms started and finished	
☐ Common areas picked up after activities	
☐ Dinner prep started on time	
☐ Supplies used today noted on restock sheet	
☐ _____	

Evening

Dinner through bedtime

Task	Initials
☐ Dinner served, kitchen cleaned after	
☐ Dishwasher run, sink empty	
☐ Common areas reset for morning	
☐ Clothes for tomorrow laid out where people choose to	
☐ Doors and windows checked	
☐ Handoff notes written (page 8)	
☐ _____	

Overnight

Bedtime through wake-up

Task	Initials
☐ Quiet walk-through of common areas	
☐ Laundry folded and returned to the right rooms	
☐ Kitchen ready for breakfast	
☐ Trash out on collection night	
☐ Lights, stove, and appliances checked off	
☐ Morning handoff ready	
☐ _____	

If a box stays empty, that is information, not failure. Write a word about why in the handoff, so the next shift can pick it up.

Weekly Chore Rotation

Shared household work, with the right amount of support for each person.

Week of _____ House _____

In each box, write the **room number** and the **support level**. Example: **Rm 2 · T**

Household task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Set the table							
Clear and wipe the table							
Load or unload dishwasher							
Take out trash and recycling							
Sweep or vacuum common area							
Water plants							
Wipe bathroom sink							
Put away groceries							
Sort own laundry							
Fold and put away own laundry							
Tidy own room							
Help plan a meal							

S Staff does it **T** Together **R** Resident leads

Rotate tasks fairly. Respect choice: a person can trade or decline, and that is noted, not pushed.

Cleaning by Zone

A clean house, broken into pieces small enough to finish on one shift.

Zone	Every day	Once a week	Once a month
Kitchen	☐ Counters, stove top, sink ☐ Fridge: toss expired, wipe spills ☐ Floor swept	☐ Microwave and fridge shelves wiped ☐ Floor mopped ☐ Small appliances cleaned	☐ Oven and fridge deep clean ☐ Pantry sorted, dates checked ☐ Cabinet fronts wiped
Bathrooms	☐ Sink, toilet, mirror wiped ☐ Towels and paper stocked ☐ Trash emptied	☐ Tub or shower scrubbed ☐ Floor mopped ☐ Shower curtain or mat checked	☐ Grout and vents cleaned ☐ Under-sink supplies sorted ☐ Shower curtain washed
Common areas	☐ Picked up, surfaces cleared ☐ High-touch spots wiped ☐ Rugs shaken or spot-vacuumed	☐ Vacuum and dust ☐ Couch cushions and throws refreshed ☐ Windows and doors wiped	☐ Baseboards and light switches ☐ Furniture moved and cleaned under ☐ Curtains washed
Bedrooms*	☐ Bed made the way the person likes ☐ Trash emptied ☐ Clear path to the door	☐ Sheets washed ☐ Floor vacuumed ☐ Clothes put away	☐ Closet and drawers tidied together ☐ Mattress flipped or rotated ☐ Seasonal clothes swapped
Laundry & entry	☐ Lint trap cleaned ☐ Machines empty at handoff ☐ Entry floor clear	☐ Laundry room swept ☐ Entry mats shaken ☐ Shoes and coats organized	☐ Washer gasket and dryer vent checked ☐ Coat closet sorted ☐ Outside steps swept

***Bedrooms belong to the people who live in them.**
Knock, ask, and clean with the person when their plan allows. Their space, their way.

Weekly day for deep tasks: _____ **Monthly date:** _____
Cleaning products are stored locked and labeled, per your house policy.

Meals, Kitchen & Laundry Week

One plan for the week, so no one is guessing at 5 p.m.

Week of _____ Planned with residents on _____

	Breakfast	Lunch	Dinner	Snack	Laundry rooms today
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Special diets and textures follow each person's plan. Keep those details in their records. This menu is the house plan; staff adjust each plate from there.

Grocery list

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Prep ahead

Thaw, chop, or start tonight for tomorrow:

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Resident picks

Meals people asked for this week.
Room number and dish:

POST IN THE SUPPLY CLOSET · UPDATE WHEN YOU USE THE LAST ONE

Supplies & Restock Tracker

Set a par level once. When on-hand drops below it, it goes on the order.

Month _____ Order day _____ Who orders _____

Item	Par level	On hand	Order qty	Ordered	Date in
PAPER & DISPOSABLES					
Toilet paper				☐	
Paper towels				☐	
Tissues				☐	
Trash bags				☐	
Disposable gloves				☐	
CLEANING					
All-purpose cleaner				☐	
Disinfectant wipes				☐	
Dish soap				☐	
Dishwasher pods				☐	
Laundry detergent				☐	
PERSONAL CARE (HOUSE STOCK)					
Hand soap				☐	
Body wash				☐	
Shampoo				☐	
Toothpaste				☐	
Deodorant				☐	
KITCHEN STAPLES					
Coffee and tea				☐	
Cooking oil				☐	
Salt and seasoning				☐	
Foil and wrap				☐	
Food storage bags				☐	
HOUSE-SPECIFIC ITEMS					
_____				☐	
_____				☐	
_____				☐	
_____				☐	

Par level = the number you want on the shelf to get through to the next order day, plus a little extra for a short-staffed weekend.

House-Side Shift Handoff

The household half of handoff. What the next shift needs to know about the house itself.

Date _____ From shift _____ To shift _____ Initials _____

Left undone, and why

Running low or out

Something broken or not working

Coming up next shift (house calendar)

Visitors, deliveries, or calls expected

One thing that went well

Quick checks at handoff: ☐ Kitchen reset ☐ Laundry machines empty ☐ Doors checked

☐ Keys and van accounted for ☐ Phone charged

Keep it about the house. Anything about a person's health, behavior, or care goes in their official notes, not on this sheet.

Weekly Admin Walk-Through

A calm, regular look at the whole house, so small things get caught while they are still small.

Date _____ House _____ Walked by _____

Look for	Yes	Needs a fix	What and who
KITCHEN			
Food is labeled and dated	☐	☐	
Fridge and freezer at your required temperatures	☐	☐	
Nothing expired in pantry	☐	☐	
Sink and counters clean	☐	☐	
SAFETY			
Exits and hallways clear	☐	☐	
Smoke and CO detectors tested on schedule	☐	☐	
Fire extinguishers in place and charged	☐	☐	
First aid kit stocked	☐	☐	
Chemicals and sharps locked	☐	☐	
LIVING SPACES			
Common areas clean and in good repair	☐	☐	
Bathrooms clean and stocked	☐	☐	
Lighting working inside and out	☐	☐	
Temperature comfortable	☐	☐	
HOUSEHOLD SYSTEMS			
Rotation and rhythm sheets in use	☐	☐	
Restock tracker up to date	☐	☐	
Repair log reviewed	☐	☐	
House calendar current	☐	☐	
FEEL OF THE HOUSE			
Residents' spaces look like theirs	☐	☐	
Staff know where the sheets live	☐	☐	
Something here is going well	☐	☐	

This is a house habit, not your licensing checklist. Follow your state and county rules for inspections, drills, and required logs. This walk-through helps you stay ready between them.

KEEP ON THE OFFICE CLIPBOARD

Repairs & Maintenance Log

Write it down the first time. Fewer things fall through the cracks between shifts.

House _____ Maintenance contact _____

Date found	Where	What is wrong	Reported to	Date fixed	Follow up?

Fix it now, then log it

Anything that affects safety: no heat or hot water, a broken lock, a leak, an exit that will not open, a smoke detector chirping. Call your on-call contact first.

Important numbers for this house

On-call admin _____

Maintenance _____

Landlord / property _____

Keeping It Going

Make it easy to use

One clipboard, one place. If the team has to look for the sheet, it will not get filled in. Pick a home for each page and keep it there.

Copy a month at a time. Print a stack on the first of the month, so no one is ever out of sheets on a weekend.

Keep old sheets for a few weeks. They show you patterns: which tasks get skipped, which shift is stretched thin, what runs out first.

Make it belong to the team

Ask before you add. When staff say a task is in the wrong shift, they are usually right. Move it.

Notice the filled-in boxes. A quick "thanks for keeping the kitchen ready for mornings" goes further than a reminder.

Invite residents in. Planning the menu, choosing chores, and checking the supply closet are real skills. The sheets can be a way to practice them together.

When things fall apart for a week

Short staffing, illness, a hard stretch in the house. It happens. The sheets will be right where you left them. Pick up with today's Daily House Rhythm and let the rest wait until there is room.

My monthly check-in

What got skipped most?

What will I move, cut, or add?

Who on the team should hear a thank-you?

A steady house is not a perfect one. It is a house where everyone knows what comes next.

More tools for group home owners and admins live at huntershelpers.com, including role-specific Support Boards and kits built by someone who has worked every shift in the house.

Daily Support, Person First

Keep the house organized without letting a household checklist replace the person-centered plan.

The order of priorities

1 Safety and dignity	Address urgent safety needs using the home's emergency procedures and individual plans.
2 Personal choice	Ask how the person wants support, including timing, privacy and preferred communication.
3 Daily support	Check individualized supports, appointments, meals and opportunities to participate.
4 Household flow	Use the Steady House checklists to share cleaning, supplies, meals and handoff tasks.

Use this three-part check at each shift

Before	Review the shift assignment and each person's authorized plan in the approved record.
During	Offer choices, provide the support actually needed, and note household tasks that cannot be completed.
After	Share house tasks on the house handoff sheet; record personal care details only in approved resident records.

Important boundary

This is an operations companion, not a medication guide, clinical assessment, incident report, or substitute for an individual support plan. Only authorized, trained staff perform regulated tasks.

New Staff: Quick Start

A starting conversation for the owner, manager, contracted worker, relief staff or new DSP.

Show me where to find...

Who is on call	Supervisor/on-call contact, emergency address and emergency procedures.
My assignment	Which people I support, my role, and any limits on what I am authorized to do.
Individual plans	Where authorized staff review person-centered support instructions and important precautions.
House essentials	Daily rhythm, menus, supplies, chores and maintenance-reporting location.
Official records	Where shift notes, MARs and incident reports are completed under agency rules.
Shift handoff	How to give and receive time-sensitive information securely.

Before working independently

Ask	What training, competency checks or supervision does this assignment require?
Confirm	Who do I call if I am unsure, staffing changes or a person's needs change?
Practice	Walk through one routine with someone who knows the house and the resident's preferences.

Owner / manager check

Do not use this page as proof of competency or to authorize medication administration, restricted procedures, reporting, or unsupervised duties. Use required training and agency sign-offs.

Weekly Operations Review

A quick leadership check-in focused on the home, staff workload and person-centered routines.

Ten-minute owner review

Daily rhythm	Did the checklist match real shifts, or are tasks repeatedly carried over?
House condition	Any urgent repairs, unsafe conditions, inaccessible spaces or blocked exits?
Food and laundry	Are meals planned with choice? Are clothing and supplies handled respectfully?
People and privacy	Do routines honor individual preferences, access and personal space?
Team readiness	Do staff know where to find plans, what they may do, and who to contact?
Follow-through	What was assigned last week? What is still open, and who owns it?

One small improvement for next week

The issue I noticed:

Next action / who will handle it / check-back date:

Coach, do not just inspect

Ask staff what is getting in the way, confirm what success looks like, and support the next step. Address urgent hazards immediately through established procedures.

When the Routine Changes

A simple exception-and-follow-up record for household operations; not a resident care log.

Change / exception note

Date / shift	
Household task	
What changed	
What is needed	
Who was contacted	
Owner / deadline	
Check-back result	

A good handoff sounds like this

Situation - action - next step

The laundry machine stopped during day shift. I posted it out of service and notified maintenance. The on-call manager will confirm the repair plan by noon tomorrow.

Before you file or post the sheet

Keep it house-only	No names, diagnoses, medication details, behavior notes or private appointments on public checklists.
Follow the plan	Personal supports and any changes to them belong in authorized records and care coordination.