

24/7 Care Daily, Weekly & Monthly Checklist

Created by CARE Homecare | Serving Los Angeles & Orange County Families

Daily Tasks

Personal Care

- ☐ Bath or sponge bath
- ☐ Grooming, hair care, dressing
- ☐ Toileting or incontinence care
- ☐ Oral hygiene / denture cleaning
- ☐ Moisturize skin & check for redness

Meals & Medication

- ☐ Prepare 3 balanced meals + snacks
- ☐ Hydration every 2–3 hours
- ☐ Track medication doses & times
- ☐ Refill pill organizers as needed

Mobility & Monitoring

- ☐ Assisted transfers or ambulation
- ☐ Light exercises or PT stretches
- ☐ Record vitals (BP, temp, O₂)
- ☐ Note any new bruises, fatigue, confusion

Weekly Tasks

- ☐ Wash bedding, towels, and clothes
- ☐ Disinfect high-touch surfaces
- ☐ Refill household and medical supplies
- ☐ Review caregiver notes and observations
- ☐ Rotate meal plan and grocery list
- ☐ Test smoke detectors & lighting
- ☐ Confirm upcoming appointments

Monthly Tasks

- ☐ Walk through home for safety hazards
- ☐ Review medication expiration dates
- ☐ Update care plan and emergency contacts
- ☐ Schedule check-ins with doctor or nurse
- ☐ Inspect and calibrate medical devices
- ☐ Family or team meeting to review care progress

Communication & Record Keeping

- ☐ Keep a single care binder or shared Google Sheet
- ☐ Record shift notes, vitals, meals, behaviors
- ☐ Note any incidents or mood changes
- ☐ Sign off at end of each shift

Tip from CARE Homecare:

Small routines prevent big problems. Consistent notes and monthly check-ins keep 24-hour care running smoothly - without burnout or confusion.

Need help organizing your care team?

Schedule a free 15-minute consultation with CARE Homecare today.

carehomecare.com/contact-us