Medical office cleaning: what we clean

Walk the suite before the first appointment and tick each room on the route.

Practice _____ **Suite** _____

Walked by _____ **Date** _____

Entry and waiting room

- ☐ Door pulls and entry glass
- ☐ Check-in counter, pen and clipboard stations
- ☐ Waiting chair arms and seats cleaned, then disinfected
- ☐ Magazine racks and children's corner straightened
- ☐ Trash collected; carpet vacuumed or hard floor mopped

Exam rooms

- ☐ Counters and sinks
- ☐ Cabinet pulls and light switches
- ☐ Rolling stools and guest chairs
- ☐ Exam table surfaces
- ☐ Paper towel and soap dispensers refilled
- ☐ Regular trash bagged

Restrooms

- ☐ Patient restroom off the lobby done every night
- ☐ Fixtures, mirrors and partitions
- ☐ Dispensers and floors

Staff side

- ☐ Nurse stations and charting areas
- ☐ Billing offices
- ☐ Break room counters, sinks and appliance fronts
- ☐ Staff restrooms
- ☐ Records, papers and monitors left where staff put them

Dental and therapy layouts

- ☐ Operatories cleaned to your dental team's protocol
- ☐ Therapy mats and treatment tables
- ☐ Open exercise floors

Your practice's policy

- [ ] Products and steps named by your office manager
- [ ] Surfaces cleaned before any disinfectant goes on
- [ ] EPA-registered disinfectant left for its label dwell time
- [ ] Floor care booked for a weekend

Notes