Medical office cleaning: what we clean

Take this sheet on an evening walkthrough with your office manager.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Exam and procedure rooms

- ☐ Rooms handled first on each visit, to the practice's protocol
- ☐ Products limited to your practice's approved list
- ☐ Touch surfaces disinfected, product left wet for its label dwell time
- ☐ Trash collected from every room
- ☐ Full room reset when the practice books terminal cleaning

Reception and waiting area

- ☐ Check-in counters wiped
- ☐ Waiting-room chairs and armrests cleaned
- ☐ Door handles and other surfaces visitors touch
- ☐ Waiting-room carpet spot-treated or extracted when scheduled

Offices and administration

- ☐ Office desks dusted and wiped
- ☐ Patient charts, files and screens left unread and unmoved
- ☐ Separate administrative wing listed with its own schedule
- ☐ Shared or tenant areas marked so each room gets the right plan

Restrooms

- ☐ Patient restrooms scrubbed and sanitized
- ☐ Staff restrooms scrubbed and sanitized
- ☐ Paper, soap and liners restocked each visit
- ☐ Daytime restocking by a porter for busy walk-in offices

Hallways, entrance and periodic work

- ☐ Hallways joining the public rooms cleaned
- ☐ Entrance kept tidy for the walk in from the car
- ☐ Entrance pressure washing in the off-hours window
- ☐ Renovation dust cleared after a remodel
- ☐ One-time visit for a single area that has fallen behind

Your notes for the request

- ☐ Closing time on each weekday
- ☐ Written product requirements attached
- ☐ Saturday hours, if the practice sees patients then

Notes