Medical office cleaning: what we clean

After the last patient, walk the practice with your office manager, room by room.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Public areas

- ☐ Entrance
- ☐ Waiting room seating and floors
- ☐ Patient restrooms cleaned
- ☐ Paper, soap and liners in patient restrooms
- ☐ Litter outside the entrance, by a day porter

Exam and treatment rooms

- ☐ Exam tables and counters
- ☐ Sinks and chairs
- ☐ Door handles
- ☐ Floors
- ☐ Sequence from your infection-control plan
- ☐ EPA-registered disinfectant left for its label dwell time
- ☐ Terminal cleaning of a room, booked when you need it

Staff areas

- ☐ Staff offices
- ☐ Breakrooms
- ☐ Staff restrooms
- ☐ Charts, printouts and screens left untouched

Access and products

- ☐ Products your practice approves
- ☐ Who enters which rooms
- ☐ Locked rooms added to the plan
- ☐ Who grants entry to restricted rooms
- ☐ Window set after the last appointment

Periodic work

- [ ] Waiting room carpet cleaned on a weekend
- [ ] Hard-floor corridors scrubbed, polished or burnished
- [ ] Carpet spot treatment
- [ ] One-time deep clean before an opening or after a renovation

Notes