

Medical office cleaning: what we clean

Walk the suite with your office manager and tick each room for the nightly plan.

Practice _____ Address _____
 Walked by _____ Date _____

Exam and treatment rooms

- ☐ Counters, sinks and faucets
- ☐ Exam table frame and step
- ☐ Rolling stools and guest chairs
- ☐ Door handles, light switches and cabinet pulls disinfected
- ☐ EPA-registered product kept wet for its label dwell time
- ☐ Products chosen by your infection-prevention plan
- ☐ Waste collected and liners replaced
- ☐ Floor mopped from the far wall back to the door

Waiting room and check-in

- ☐ Seating wiped, vinyl arms given extra care
- ☐ Side tables and magazine racks
- ☐ Children's corner tables, chairs and toys set out
- ☐ Entry glass free of fingerprints, mats vacuumed
- ☐ Counter, pen cups, clipboards and payment terminal
- ☐ Kiosk screens, phones and keyboards with electronics-safe products
- ☐ Charts, papers and open screens left unread and untouched

Restrooms and pass-throughs

- ☐ Toilets, sinks, grab bars, mirrors and partitions
- ☐ Restroom floors
- ☐ Soap, towels and paper refilled from our stock or yours
- ☐ Specimen pass-throughs and nearby counters as your lab staff direct

Staff and back offices

- ☐ Break room counters, sink, table and microwave
- ☐ Refrigerator handles
- ☐ Staff restrooms on the patient routine
- ☐ Records rooms and billing offices dusted
- ☐ Waste and shredding bins emptied

Floors

- ☐ Vinyl in clinical rooms damp-mopped nightly
- ☐ Corners and the base of exam tables
- ☐ Carpet vacuumed along traffic lanes and under desks
- ☐ Resilient floors scrubbed and refinished on a quiet weekend
- ☐ Waiting-room carpet extracted when the clinic closes long enough

Access and extras

- ☐ Keys, alarm codes and locked rooms set by your office manager
- ☐ Evening, early-morning or Saturday visit times agreed
- ☐ Separate disinfection visit after a run of sick visits
- ☐ Terminal cleaning of procedure rooms when your clinical lead asks

Notes
