

Medical office cleaning: what we clean

Walk the practice with your office manager and note the order your staff wants rooms done.

Practice _____

Address _____

Walked by _____

Date _____

Entry and waiting room

- ☐ Door glass and push plates
- ☐ Entry mats vacuumed
- ☐ Reception counter and check-in window
- ☐ Sign-in tablet stand
- ☐ Chair arms and seat surfaces
- ☐ Side tables, magazine racks, kids' corner

Exam rooms, one at a time

- ☐ Counters your clinical team cleared
- ☐ Sinks and faucet handles
- ☐ Cabinet fronts and light switches
- ☐ Door hardware, guest chair and rolling stool
- ☐ Exam table outer surfaces
- ☐ Ordinary trash emptied
- ☐ Floor finished last

Your policy sets

- ☐ Products, dilutions and contact times
- ☐ Steps for labs and sterilization areas
- ☐ Schedule for medication storage and records rooms
- ☐ Charts, screens and sign-in sheets left untouched

Staff side

- ☐ Nurse stations and charting desks
- ☐ Offices
- ☐ Break room counters, sinks and handles
- ☐ Staff restrooms
- ☐ Dispensers refilled

Dental, therapy and specialty rooms

- ☐ Operatory cabinet fronts and cleared chair-side counters
- ☐ Floor around the patient chair
- ☐ Therapy tables, mats and handrails
- ☐ Frame displays and testing rooms

Floors and extra visits

- ☐ Sheet vinyl damp-mopped each visit
- ☐ Waiting room carpet vacuumed nightly
- ☐ Carpet deep cleaned on a weekend
- ☐ Terminal clean of a procedure room booked separately
- ☐ Porter between appointment waves

Notes
