Medical office cleaning: what we clean

Carry this through the suite after hours and tick each room for the evening route.

Practice _____ **Suite address** _____

Walked by _____ **Date** _____

Entrance, waiting room and check-in

- ☐ Entrance lobby and waiting room surfaces
- ☐ Chair arms wiped every visit
- ☐ Check-in counter and door handles wiped
- ☐ Hallways between the front desk and exam wing
- ☐ Trash and recycling collected

Exam and procedure rooms

- ☐ Rooms cleaned to your practice's own protocol
- ☐ Products, order and surfaces taken from that protocol
- ☐ Disinfectants EPA-registered and wet for the label dwell time
- ☐ Terminal cleaning booked for a room whenever it needs one
- ☐ Patient records left unread and where staff set them

Restrooms

- ☐ Public restrooms near the entrance put first
- ☐ Staff restrooms sanitized
- ☐ Soap, paper towels, toilet paper and liners refilled

Offices and staff space

- ☐ Administrative offices on the office cleaning routine
- ☐ Staff break rooms: surfaces, trash and refills
- ☐ Back offices on a lighter rhythm if traffic is low

Floors

- ☐ Carpeted waiting rooms on a carpet cleaning schedule
- ☐ Extraction and spot treatment for carpeted offices
- ☐ Hard floors on periodic floor care

Timing and extra visits

- [ ] Crew starts after the last appointment
- [ ] Weeknight visits on the evenings you choose
- [ ] Shared building lobby, halls and restrooms on one routine
- [ ] Each tenant's office space on its own schedule
- [ ] Day porter for restroom paper and soap on long clinic days
- [ ] One-time deep clean after a remodel or before reopening
- [ ] Post-construction clean before the first patient arrives

Notes