Dental office night list: what we clean

Tour the practice with your office manager and tick each room for the night checklist.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Operatories and hygiene rooms

- ☐ Cleared countertops and cabinet fronts
- ☐ Sink and faucet
- ☐ Stools
- ☐ Chair base and armrests, where your steps include them
- ☐ Switch plates and door levers
- ☐ Light handles per your instruction sheet
- ☐ Floor

Sterilization, x-ray and lab

- ☐ Open counters once staff clear them
- ☐ Sinks and cabinet fronts
- ☐ Floor
- ☐ Autoclaves, ultrasonic units and trays left undisturbed
- ☐ X-ray room floors, door hardware and reachable surfaces
- ☐ Lab room swept and mopped

Reception and consult rooms

- ☐ Check-in counter dusted and wiped
- ☐ Seating
- ☐ Magazine rack and toy corner
- ☐ Entry glass
- ☐ Waiting room floor vacuumed or mopped
- ☐ Consult room desks, chairs and screens
- ☐ Images, plans and workstations left unread and untouched

Restrooms, lounge and offices

- ☐ Patient restroom
- ☐ Paper, soap and hand sanitizer
- ☐ Lounge counters, microwave and fridge handles
- ☐ Lounge table
- ☐ Doctor's office and billing room dusted and vacuumed
- ☐ Hallways mopped last

Periodic work

- [ ] EPA-registered disinfectants given the label dwell time
- [ ] Terminal clean for one operatory on its own visit
- [ ] Hard floors scrubbed and refinished
- [ ] Waiting room carpet on an extraction schedule

Notes