Medical practice: what we clean

Walk the suite with your office manager and tick every room on your cleaning list.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Waiting room and front office

- ☐ Chair arms wiped
- ☐ Counters and door handles
- ☐ Reception desk and check-in windows
- ☐ Trash and recycling collected
- ☐ Carpeted waiting area on an extraction interval

Exam and procedure rooms

- ☐ Cleaned to your practice's protocol
- ☐ Table and counters
- ☐ Light switches and door handles
- ☐ Disinfectant left wet for the label dwell time
- ☐ Terminal cleaning booked when a room turns over

Staff and shared areas

- ☐ Administrative offices
- ☐ Staff breakrooms
- ☐ Corridors and entrances
- ☐ Public restrooms
- ☐ Paper, soap and liners, ours or from your stock

Medical office buildings

- ☐ Shared lobby
- ☐ Elevators
- ☐ Common corridors and restrooms
- ☐ Each suite on its own routine

After-hours rules

- ☐ Charts, files and screens left where staff put them
- ☐ Patient records never read or moved
- ☐ Rooms that stay locked
- ☐ Where sensitive paperwork sits
- ☐ How the alarm is set

Schedule and floors

- [ ] After the last appointment or before the first
- [ ] Saturday or evening hours noted
- [ ] Longer weekend visit for busy rooms
- [ ] Corridor and entrance hard floors scrubbed and burnished

Notes