SF Janitorial

PRINTABLE CHECKLIST

Medical offices: what we clean

Carry this sheet room by room on the practice walkthrough.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Patient arrival

- ☐ Entry door and its glass
- ☐ Check-in counter wiped
- ☐ Waiting chairs and side tables
- ☐ Waiting-room floor
- ☐ Midday counter wipe by a day porter, if added

Patient restrooms

- ☐ Fixtures and mirrors
- ☐ Dispensers cleaned and restocked
- ☐ Restroom floor
- ☐ Midday restroom reset by a day porter, if added

Exam and procedure rooms

- ☐ Counters and sinks
- ☐ Cabinet pulls and rolling stools
- ☐ Exam table frame
- ☐ Light switches and door handles
- ☐ Regular trash removed
- ☐ Room order and products per your infection-prevention plan
- ☐ Terminal cleaning for rooms your practice assigns

Dental, therapy and specialty suites

- ☐ Operatories to your dental team's steps
- ☐ Sterilization area and small lab
- ☐ Therapy mats, tables and open gym floor
- ☐ Around and beneath specialized equipment

Staff side

- [ ] Hallways and nurse stations
- [ ] Break room
- [ ] Back offices
- [ ] Medication storage at times your office sets
- [ ] Records room only when your office says so
- [ ] Charts, paperwork and screens left unread and unmoved

Floors

- [ ] Sheet vinyl in exam rooms
- [ ] Carpet in consult offices
- [ ] Restroom tile
- [ ] Deeper floor care on a quiet weekend

Notes