

Medical office cleaning: what we clean

Use this list as your practice manager tours the suite with us, one room at a time.

Practice _____

Suite or address _____

Toured by _____

Date _____

Reception and waiting room

- ☐ Chairs and side tables wiped
- ☐ Reception counter and check-in surfaces
- ☐ Waste removed
- ☐ Floors vacuumed or mopped
- ☐ Files, papers and screens left where staff put them

Patient restrooms

- ☐ Fixtures, counters and mirrors
- ☐ Restroom floors
- ☐ Soap, paper and liners restocked each visit

Exam and procedure rooms

- ☐ Entered once staff say the room is free
- ☐ Cleaned in the order the practice sets
- ☐ Steps and products from your protocol
- ☐ Your named disinfectant, or an EPA-registered one of ours
- ☐ Disinfectant kept wet for the dwell time on its label
- ☐ Terminal clean on a night you book
- ☐ Each clinical room and its tasks listed at the walkthrough

Staff and administrative space

- ☐ Administrative offices behind the front desk
- ☐ Staff rooms and corridors
- ☐ Records room only after the practice approves it
- ☐ Restricted rooms, such as a lab or medication area, left off until approved

Suites in shared buildings

- ☐ Suite public rooms on their own list
- ☐ Clinical rooms on their own list
- ☐ Lobby and elevators left to the building manager
- ☐ Rooms from an added suite listed once tasks are agreed

Periodic and daytime extras

- ☐ Waiting-room carpet deep cleaned on a weekend
- ☐ Corridor floors on a periodic plan
- ☐ Day porter for restroom checks, restocking and spills

Notes
