Dental practice: what we clean

Go room by room with your office manager the next morning and tick what was done.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Front desk and waiting room

- ☐ Picture frames, ledges and display shelves dusted
- ☐ Check-in counter polished
- ☐ Payment terminal and sign-in tablet wiped
- ☐ Entry door glass cleaned on both sides
- ☐ Floor vacuumed or mopped under every chair
- ☐ Play table, toy bins and low benches wiped
- ☐ Coffee or water station cleaned and dried

Operatories after the last patient

- ☐ Floor around and beneath the chair base cleaned
- ☐ Cabinet fronts and drawer pulls wiped
- ☐ Hand sink and faucet cleaned
- ☐ Cleared counters and light switches wiped
- ☐ Stool seats and casters cleaned
- ☐ Chair upholstery, delivery unit and light arm, if assigned
- ☐ Paste spatter checked on cabinet faces and floor
- ☐ Surfaces left wet for the label dwell time

Sterilization, lab and imaging

- ☐ Sterilization floor, hand sink and cabinet faces cleaned
- ☐ Cleared sterilization counters wiped, clean end first
- ☐ Lab counters, shelf edges and floor under the trimmer
- ☐ Consult room dusted, table wiped, chairs set straight
- ☐ Imaging room counters, handles and floor, equipment untouched

Restrooms

- ☐ Patient restrooms scrubbed
- ☐ Towel, tissue and soap dispensers refilled

Floors and room resets

- [ ] Operatory vinyl machine-scrubbed on a cycle
- [ ] Hallway vinyl tile stripped and refinished when dull
- [ ] Waiting room and office carpet extracted
- [ ] Top-to-bottom reset for any room your office books
- [ ] Charts and screens left unread and in place

Notes