Medical office suite: what we clean

Walk the suite with your practice manager before patients arrive and tick each area.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Waiting room and reception

- ☐ Seating cleaned
- ☐ Reception counters wiped
- ☐ Entry glass cleaned
- ☐ Waiting room floor cleaned
- ☐ Carpeted waiting room extracted on a regular cycle

Exam and procedure rooms

- ☐ Cleaned room by room to your written protocol
- ☐ Your room sequence and product list followed
- ☐ Surfaces kept wet for the label dwell time
- ☐ Charts, files and screens left unread and in place

Rooms booked for terminal cleaning

- ☐ Room cleaned top to bottom, surface by surface
- ☐ Handed back to your staff when finished
- ☐ Booked for the rooms and times you set

Restrooms and break rooms

- ☐ Patient restrooms cleaned and restocked each visit
- ☐ Break room and workroom counters and sinks cleaned
- ☐ Break room floors cleaned, paper and soap restocked

Offices and corridors

- ☐ Administrative offices on the general office routine
- ☐ Corridors cleaned on the same pass
- ☐ Trash and recycling collected throughout the suite
- ☐ Staff rooms cleaned to suit their surfaces
- ☐ Shared lobby and corridors folded in, if in the plan

Before the first visit

- ☐ Written procedures for clinical rooms shared
- ☐ Terminal-clean room list and handoff steps set
- ☐ Clinic hours and patient-free windows noted
- ☐ Evening or night visit set after the last patient
- ☐ Treatment area hard floors planned through floor care

Notes