

MEDICAL OFFICE

Cleaning Checklist



DAILY TASKS

Clean and disinfect bathroom fixtures and surfaces.

1. Reception Area:

- Wipe down and disinfect all surfaces, including countertops and seating.
- Disinfect pens, clipboards, and any frequently touched items.
- Vacuum and mop the floors.

2. Exam Rooms:

- Change and disinfect exam table paper.
- Disinfect all surfaces, including examination tables, equipment, and doorknobs.
- Empty and disinfect biohazard waste containers.

3. Restrooms:

- Clean and disinfect all surfaces, including sinks, faucets, and toilet seats.
- Restock paper towels, toilet paper, and soap.
- Empty and disinfect trash bins.

4. Waiting Room:

- Wipe down and disinfect all seating, tables, and reading materials.
- Vacuum and mop the floors.
- Ensure proper ventilation.

5. High-Touch Areas:

- Disinfect doorknobs, light switches, and handrails.
- Clean and disinfect computer keyboards and mice.
- Sanitize shared medical equipment, such as blood pressure cuffs and thermometers.



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**Bright & Smart
Commercial**

visit: txcleaningservice.com

Call [\(281\) 966-5848](tel:(281)966-5848)

WEEKLY TASKS

Weekly Medical Office Cleaning Checklist

1. Reception Area:

- Dust and wipe down light fixtures, vents, and window sills.
- Vacuum upholstery and clean any fabric surfaces.
- Deep clean carpets if applicable.

2. Exam Rooms:

- Inspect and sanitize all medical equipment.
- Dust and disinfect shelving, cabinets, and medical supplies.
- Clean and disinfect all window coverings.

3. Restrooms:

- Scrub and disinfect grout and tile surfaces.
- Check for any plumbing issues and address them promptly.
- Polish mirrors and stainless steel fixtures.

4. Waiting Room:

- Dust and sanitize decorative items and artwork.
- Clean and disinfect air vents and ducts.
- Schedule professional upholstery cleaning if necessary.

5. Staff Areas:

- Sanitize the breakroom, including appliances, countertops, and utensils.
- Deep clean staff restrooms.
- Dispose of expired or unused medications and supplies in a safe manner.

