Broombook

Free printable checklist

Hospital cleaning checklist

Patient rooms, discharge cleans and public areas

Client or site

Date

Cleaner

Daily hospital cleaning checklist

27 tasks

Occupied patient room, daily

- [ ] Check the door for an isolation sign and follow it: the right PPE, the right disinfectant, dedicated tools
- [ ] Knock, introduce yourself, and ask the patient or nurse if now is a good time
- [ ] Put on gloves, and any other PPE the sign calls for, before you touch anything
- [ ] Empty regular trash and replace the liner; leave red bags and sharps containers alone
- [ ] Clean, then disinfect, high-touch surfaces: bed rails, overbed table, call button, phone, remote, light switches, door handles, chair arms, IV pole grips
- [ ] Work from cleaner to dirtier and from high to low, with the bathroom last
- [ ] Bathroom: toilet, flush handle, grab bars, sink, faucet, dispensers, then the floor
- [ ] Damp-mop the floor from the far corner to the door, with a fresh mop head for isolation rooms
- [ ] Restock soap, paper towels, toilet paper, gloves and hand sanitizer
- [ ] Remove gloves, clean your hands, and log the room with the time

Support areas

- [ ] Staff break rooms: tables, chairs, counters, microwave, fridge exterior, sink and floor
- [ ] Offices and conference rooms: trash, desks where clear, door handles, floors
- [ ] Cafeteria dining area: tables, chairs and floors on the schedule the food service sets
- [ ] Elevators: panels, handrails, walls and floor
- [ ] Janitor closets: stock, labels, safety data sheets, and clean mop buckets stored dry

Nurse stations, corridors and waiting areas

- [ ] Clean and disinfect counters, keyboards and mice the unit allows you to touch, phones, chair arms and door handles
- [ ] Wipe handrails along corridors and elevator buttons on every floor
- [ ] Clean and disinfect waiting room chairs, tables, check-in counters, kiosks and hand sanitizer stands
- [ ] Empty trash and recycling and wipe bin lids
- [ ] Dust-mop and damp-mop corridor floors in sections, with wet floor signs at both ends
- [ ] Clean glass on entry doors and partitions

Public and staff restrooms

- [ ] Clean and disinfect toilets, urinals, flush handles, grab bars and stall latches
- [ ] Clean and disinfect sinks, faucets, counters and soap dispenser buttons
- [ ] Clean mirrors and the outside of all dispensers
- [ ] Refill soap, paper towels, toilet paper and seat covers
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Mop the floor last and post the time on the restroom log

Discharge and terminal clean checklist

10 tasks

Discharge or terminal clean of a patient room

- [ ] Confirm with the charge nurse that the patient has left and the room is released to housekeeping
- [ ] Check the isolation status that applied and use the disinfectant and PPE the facility assigns for it
- [ ] Remove all linen into the linen bag without shaking it, and all trash and leftover supplies
- [ ] Strip the bed and clean and disinfect the mattress top, sides and bottom edges, the frame, rails, controls and wheels
- [ ] Clean and disinfect every surface the patient or staff touched: monitor housings and cables the unit assigns to you, IV pole, overbed table, nightstand inside and out, chair, call light, phone, remote, window sill, light switches, door handles
- [ ] Clean walls where splashed and the curtain track; change the privacy curtain if the facility's policy says so
- [ ] Bathroom: every surface, dispensers, shower rails, shower floor and drain, toilet inside and out
- [ ] Damp-mop the entire floor including under the bed, corners and behind the door
- [ ] Make the bed with fresh linen if that is in your scope, and restock the room
- [ ] Final check against the room checklist, then log the room as ready and tell the unit

Weekly and monthly hospital cleaning checklist

9 tasks

Weekly

- [ ] Dust high surfaces: ledges, light fixtures, the tops of cabinets and signage
- [ ] Clean vents and return grilles in corridors and public areas on a rotation
- [ ] Wash interior glass and partitions in waiting areas
- [ ] Detail-clean elevator tracks and corridor baseboards
- [ ] Scrub restroom grout and descale fixtures

Monthly and scheduled

- [ ] Machine-scrub and refinish hard floors in corridors and public areas on the facility's floor plan
- [ ] Hot-water extract carpet in offices and waiting areas, with enough drying time
- [ ] Clean light lenses and change privacy curtains on the schedule the facility sets
- [ ] Walk each unit with the EVS manager or the infection prevention lead and update the scope