



Medical office cleaning checklist

Daily, weekly and monthly tasks for contract cleaners

Client or site

Date

Cleaner

Daily medical office cleaning checklist

30 tasks

Entrance, waiting room and reception

- ☐ Vacuum entry mats and clean fingerprints off entry door glass
- ☐ Clean, then disinfect door handles, push plates and elevator buttons
- ☐ Wipe waiting room chair arms, side tables and the check-in counter
- ☐ Wipe the outside of hand sanitizer stands and tell staff when one is empty
- ☐ Straighten magazines and toys only if the practice keeps them out
- ☐ Empty regular trash and replace liners

Exam rooms and operatories (only what the scope assigns)

- ☐ Wait until clinical staff have finished and cleared the room
- ☐ Empty regular trash only: never red bags, sharps containers or biohazard bins
- ☐ Refill wall-mounted soap and paper towel dispensers
- ☐ Clean the floor, working from the far wall to the door
- ☐ Report spills, full sharps containers or anything that looks like blood to staff

Floors and closing

- ☐ Vacuum carpet in waiting areas and offices
- ☐ Dust-mop, then damp-mop hard floors in halls and the lobby
- ☐ Use fresh cleaning solution and a clean mop head for each shift
- ☐ Take regular trash to the building's containers
- ☐ Lock up, turn off lights and set the alarm as the practice instructs

Restrooms

- ☐ Clean and disinfect toilets, seats, flush handles and grab bars
- ☐ Clean and disinfect sinks, faucets and counters
- ☐ Clean mirrors and the outside of dispensers
- ☐ Refill soap, paper towels, toilet paper and seat covers
- ☐ Empty regular trash and sanitary bins and replace liners
- ☐ Sweep and mop the floor last, with a wet floor sign out

Offices, nurse stations and hallways

- ☐ Empty regular trash and recycling under desks
- ☐ Dust clear desk surfaces without moving charts, papers or screens
- ☐ Wipe light switches, door handles and handrails
- ☐ Leave keyboards, phones and anything with patient information alone unless the scope says otherwise

Break room

- ☐ Clean and disinfect counters, the sink and table tops
- ☐ Wipe microwave, fridge and coffee maker handles and fronts
- ☐ Empty food waste and trash and replace liners
- ☐ Sweep and mop the floor

**Weekly, monthly and quarterly clinic cleaning checklist**

18 tasks

Weekly

- ☐ Dust high and low surfaces: partitions, shelves, window sills and ledges
- ☐ Wipe interior glass, glass partitions and the reception window
- ☐ Spot-clean walls, doors and door frames, especially near the entrance
- ☐ Vacuum carpet edges and under waiting room chairs
- ☐ Wipe chair legs, bases and the undersides of waiting room seats
- ☐ Descalc restroom faucets, sinks and toilet bowls
- ☐ Wash the inside and outside of regular trash bins
- ☐ Pour water into floor drains so the traps stay filled

Monthly

- ☐ Dust air vents, return grilles and light fixtures
- ☐ Dust blinds and wipe baseboards throughout
- ☐ Wash interior windows
- ☐ Spot-clean upholstered waiting room chairs
- ☐ Deep-clean the break room fridge with the practice's go-ahead
- ☐ Check the janitor closet: stock, labels and safety data sheets

Quarterly or as scheduled

- ☐ Hot-water extract carpet in waiting areas and halls
- ☐ Machine-scrub restroom floors and grout
- ☐ Burnish, or strip and refinish, vinyl tile floors
- ☐ Walk the practice with the office manager and update the scope