Broombook

Free printable checklist

Veterinary clinic cleaning checklist

Lobby, exam rooms, kennels and odor, by frequency

Client or site

Date

Cleaner

Nightly vet clinic cleaning checklist

26 tasks

Lobby and reception

- [ ] Clean entry door glass, handles and the leash hooks or tie-outs
- [ ] Clean, then disinfect, the reception counter, card terminal (spray the cloth), phone, keyboard and pens
- [ ] Wipe waiting benches and chairs, the pet scale platform if the clinic assigns it, and the retail shelf fronts
- [ ] Spot-clean urine and hair from the lobby floor, then mop the whole floor with the clinic's approved disinfectant cleaner
- [ ] Empty regular trash and replace liners; leave any container with a biohazard symbol alone

Hallways, treatment area edges and pharmacy

- [ ] Clean and disinfect door handles, push plates, light switches and handrails
- [ ] Mop hallway floors last, from the far end toward the lobby, with a wet floor sign out
- [ ] Clean the floor edges of the treatment area only where the scope allows, and never touch instruments, carts, cages or animals
- [ ] Wipe the outside of the pharmacy door and the dispensing counter front; do not enter locked drug storage

Restrooms

- [ ] Clean and disinfect toilets, seats, flush handles, sinks, faucets and counters
- [ ] Clean mirrors and the outside of dispensers; refill toilet paper, paper towels and soap
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Sweep and mop the floor last, with a wet floor sign out

Exam rooms (after staff have finished)

- [ ] Wipe the client chairs, counter fronts, door handles, light switches and the cabinet pulls
- [ ] Clean the floor of hair and spills, then mop with the clinic's disinfectant, into the corners and under the table base
- [ ] Wipe the outside of the trash can and sharps container; never open, empty or move the sharps container
- [ ] Restock paper towels and hand soap at the sink and tell staff what is low
- [ ] Leave the exam table to the staff unless the written scope assigns it to you

Offices, break room and laundry

- [ ] Clean and disinfect desks, phones and keyboards in the office
- [ ] Clean and disinfect break room tables, counters, the sink, microwave and fridge handle
- [ ] Wipe the washer and dryer tops and the folding counter; leave clinic laundry sorting to staff
- [ ] Empty trash and recycling and take food waste out of the building
- [ ] Vacuum carpet with a HEPA-filtered vacuum and mop hard floors

Close

- [ ] Walk every room you cleaned and check for hair in corners, wet floors and anything you were asked to report
- [ ] Log the rooms you did not enter and why (occupied kennel, isolation, locked)
- [ ] Lock up and set the alarm exactly as the practice manager asked

Weekly vet clinic cleaning checklist

9 tasks

Detail

- [ ] Dust and wipe the full height of lobby retail shelves, window ledges and reception cabinets
- [ ] Clean interior glass, exam room windows and the inside of the storefront
- [ ] Wash lobby and exam room walls at dog height, where noses, tails and spray land
- [ ] Descale restroom fixtures and the break room faucet
- [ ] Vacuum vents, fan guards and the tops of door frames where pet hair collects

Floors

- [ ] Machine-scrub lobby and hallway floors and the grout lines
- [ ] Clean the floor under and behind lobby benches and the scale
- [ ] Clean entry mats on both sides and the floor beneath
- [ ] Spot-treat lingering urine odor at the floor-to-wall joint with the clinic’s approved product

Monthly and quarterly vet clinic cleaning checklist

9 tasks

Monthly

- [ ] High dusting of lights, exit signs, cameras and the tops of cabinets
- [ ] Wash all walls and doors in the lobby, hallways and exam rooms
- [ ] Clean baseboards, door kick plates and the lobby bench frames
- [ ] Hot-water extract any carpet in the offices
- [ ] Check the janitor closet: stock, labeled bottles and safety data sheets

Quarterly or as scheduled

- [ ] Strip and refinish or deep-scrub the lobby and hallway floors on the clinic’s schedule
- [ ] Clean exterior entrance glass, the dog relief area edge and the parking lot entry, if in scope
- [ ] Deep-clean lobby upholstery and office chairs
- [ ] Walk the clinic with the practice manager and update the scope