# Medical or dental practice: what we clean

Walk the practice with your office manager and tick each room the evening visit covers.

**Practice** _____ **Address** _____

**Walked by** _____ **Date** _____

## Waiting room and check-in

- ☐ Chair arms and side tables wiped
- ☐ Magazines straightened
- ☐ Check-in counter and pen cup cleaned
- ☐ Smudges cleared from the check-in window
- ☐ Bins emptied, including the one by the door
- ☐ Path from the entry door to check-in
- ☐ Waiting room floor done

## Exam rooms and operatories

- ☐ Counters and sinks wiped
- ☐ Door handles and light switches
- ☐ Exam counters and chair arms disinfected
- ☐ Disinfectant left on for the label dwell time, then wiped dry
- ☐ Floors done after the surfaces
- ☐ Rooms cleaned to the protocol your practice sets
- ☐ Terminal clean of a room when you book one

## Restrooms

- ☐ Patient restroom fixtures cleaned
- ☐ Paper towels and supplies restocked
- ☐ Restroom floors

## Staff lounges and private offices

- ☐ Lounge tables and counters wiped
- ☐ Private offices cleaned
- ☐ Charts, files and screens left where staff put them

## Floors and timing

- ☐ Hallway floors
- ☐ Floor care cycle on a weekend the practice is closed
- ☐ Deeper work on the day you are closed
- ☐ Visits after the last appointment, Saturdays too
- ☐ Day porter between the morning and afternoon rush
- ☐ Post-construction clean before a new suite opens

## Notes