DAILY OFFICE CLEANING CHECKLIST:

Patient Areas:

* Wipe down X-ray equipment.
* Disinfect patient chairs, armrests, and headrests.
* Sanitize all hard surfaces in patient rooms (counters, other chairs, light switches, doorknobs, mirrors and drawer handles).

Reception/Waiting Area:

* Throw away any loose trash or empty food and water containers.
* Wipe down computer keyboards and mice.
* Sanitize guest pens and the reception desk area.
* Disinfect light switches and phone receivers.
* Sanitize all toys in the children’s play area (if applicable).
* Wipe down waiting area chairs, tables, and door handles.
* Organize magazines or other reading materials in the patient waiting area.
* Empty waste bins and replace them with a new trash bag, if needed.
* Straighten up patient charts, loose paperwork, mail, etc.
* Vacuum waiting and reception area.
* Straighten waiting area furniture.

Bathrooms:

* Scrub toilets and urinals.
* Restock paper towels and toilet paper, as needed.
* Sweep floors. Mop as necessary.
* Wipe down countertops.
* Sanitize door handles, toilets, light switches, and faucet handles.
* Check soap dispensers and hand sanitizer dispensers.

Kitchen/Break Rooms:

* Load/run/or empty dishwasher, as necessary.
* Empty and clean out the coffee maker.
* Restock paper towel, as needed.
* Sweep floors. Mop, as necessary.
* Wipe down countertops.
* Sanitize door handles, countertops, light switches, and faucet handles.
* Check soap dispensers and hand sanitizer dispensers.