MONTHLY OFFICE CLEANING CHECKLIST:

Patient Area:

1. Wipe down or vacuum all patient waiting room chairs.
2. Vacuum all room vents.
3. Dust all surfaces, including baseboards, working from top to bottom.
4. Dust and/or wash blinds.
5. Check any curtains or window treatment for freshness. Wash as needed.
6. Clean window sills
7. Use glass cleaner to wipe down all glass surfaces (windows, glass tables, etc.)
8. Polish and wood/linoleum floors, as necessary.

Reception/Waiting Area:

1. Vacuum all chairs and wipe down any plastic or leather chairs.
2. Polish and wood/linoleum floors, as necessary.
3. Vacuum all reception/waiting area vents.
4. Dust all surfaces, including baseboards, working from top to bottom.
5. Dust light fixtures and tops of photo frames.
6. Replace old reading materials in the waiting room.
7. Use a glass cleaner to wipe down all glass surfaces (windows, glass tables, etc.)
8. Check any curtains or window treatments for freshness. Wash as needed.
9. Clean window sills

Bathrooms

1. Dust and/or wash blinds.
2. Polish and wood/linoleum floors, as necessary.
3. Use a glass cleaner to wipe down all glass surfaces (windows, etc.).
4. Check any curtains or window treatments for freshness. Wash as needed.
5. Clean window sills.

Kitchen/Break Rooms:

1. Polish and wood/linoleum floors, as necessary.
2. Vacuum all chairs and wipe down and plastic or kitchen/breakroom chairs.
3. Use glass cleaner to wipe down all glass surfaces (windows, glass tables, etc.).
4. Dust and/or wash blinds.
5. Check any curtains or window treatments for freshness. Wash as needed.
6. Clean window sills.
7. Run vinegar through the coffee maker to deep clean it.