WEEKLY OFFICE CLEANING CHECKLIST:

Patient Areas:

1. Sweep, vacuum, and/or thoroughly mop all floors.
2. Disinfect waste bins. Replace with a new trash bag.
3. Clear cobwebs and dust from corners.
4. Dust any cabinets, photo frames, artwork, shelves, and desks, working from top to bottom.
5. Vacuum/wipe down floor mats and rugs.

Reception/Waiting Area:

1. Sweep, vacuum, and/or thoroughly mop all floors.
2. Dust any cabinets, photo frames, artwork, shelves, and desks, working from top to bottom.
3. Check tissue boxes. Replace as needed.
4. Disinfect waste bins. Replace with a new trash bag.
5. Shred confidential documents, as needed.
6. Clear cobwebs and dust from corners.
7. Vacuum/wipe down floor mats and rugs.

Bathrooms:

1. Mop all floors thoroughly.
2. Wipe down bathroom mirror(s).
3. Disinfect waste bins. Replace with a new trash bag.
4. Dust/wipe down floor mats and rugs.
5. Clear and cobwebs and dust from corners.

Kitchen/Break Rooms:

* Mop floors thoroughly, moving all tables, stools, and chairs.
* Wipe down all countertops, moving appliances as needed.
* Disinfect waste bins. Replace with a new trash bag.
* Clear and cobwebs and dust from corners.
* Dust/wipe down floor mats.
* Clean out the refrigerator, throwing away unmarked food.
* Wipe down the inside and outside of the refrigerator.

General Ordering:

 Take inventory and restock all supplies as necessary, including:

* 1. Toilet Paper
	2. Paper Towel
	3. Soap
	4. Hand Sanitizer
	5. Trash Bags
	6. Tissues
	7. Cleaning Supplies