Medical office cleaning: what we clean

Walk the practice with this sheet and mark each front-office and clinical room.

Practice _____ **Address** _____

Walked by _____ **Date** _____

Reception and waiting room

- ☐ Reception and waiting areas
- ☐ Seating and touchpoints wiped
- ☐ Waiting-room carpet vacuumed
- ☐ Door-to-window traffic path watched for wear
- ☐ Porter checks during clinic hours

Exam and procedure rooms

- ☐ Rooms cleaned to your written protocol
- ☐ Tables and counters
- ☐ Door handles and chair arms
- ☐ Same order of work each night
- ☐ Terminal cleaning for rooms you book
- ☐ Clinical floors by your protocol

Offices and corridors

- ☐ Front offices
- ☐ Corridors
- ☐ Desks wiped around charts and screens
- ☐ Files and screens never read or moved

Staff areas and restrooms

- ☐ Staff facilities
- ☐ Restrooms on each recurring visit
- ☐ Paper, soap and liners restocked
- ☐ Shared surfaces

Floor care

- ☐ Day-to-day soil removed on each visit
- ☐ Carpet extraction after the last appointment
- ☐ Spot treatment between extractions
- ☐ Periodic hard floor care matched to the finish

What to bring to the quote

- ☐ Room list split by front office and clinical
- ☐ Written protocol for clinical and terminal work
- ☐ How room status reaches the crew
- ☐ Floor types by area
- ☐ Who supplies paper, soap and liners

Notes