

CLEANING CHECKLIST

<ul style="list-style-type: none"> ○ Please have cleaners follow this checklist <u>as applicable</u> ○ PM's please initial and date once completed to satisfaction 					
	Date	Date	Date	Date	Date
Waiting Area					
Clean front doors and windows; glass and door handle					
Disinfect all flat surfaces					
Vacuum/Mop Floors					
Wipe down chairs					
Disinfect all handles, light switches, push plates, & hand railings					
Wipe down freestanding floor stands					
Restrooms					
Clean and disinfect sinks/faucets					
Clean and disinfect toilets/urinals					
Sweep and mop floors					
Clean mirrors					
Replenish consumable items					
Dispose of trash					
Disinfect all handles, light switches, push plates, & hand railings					
Main Hallways					
Sweep, vacuum or mop floors					
Office Areas					
Dispose of all trash					
Vacuum/sweep					
Clean/disinfect break area sinks and counters					
Sweep and mop break room floors					
Disinfect all handles, light switches, push plates, & hand railings					
Exam Rooms					
Vacuum/sweep/mop floors					
Dispose of trash					
Clean/disinfect sinks and open counter space					
Replenish paper towels and soap (supplied by practice)					
Disinfect all handles, light switches, push plates, & hand railings					
Break Room/Café					
Clean and disinfect coffee station					
Clean and disinfect microwave & refrigerator					
Clean & Disinfect Sink & Countertops					
Sweep & Mop Floors					1