



# Medical Office Cleaning

# CHECKLIST

## Bathrooms

- Clean & disinfect toilets
- Sanitize all door handles
- Clean switches, lights, fixtures
- Empty all trash bins
- Refill soap
- Restock paper utilities
- Mop & disinfect floors

## Cafeteria

- Wipe & sanitize surfaces
- Clean utensils & crockery
- Wipe & clean backsplash
- Store materials in cabinet
- Sterilize countertops
- Clean food prep areas
- Mop & disinfect floors

## Patient Rooms

- Use hospital-grade disinfectant
- Wipe down patient bed
- Change sheets & pillow cases
- Replace all towels
- Clean all windows and doors
- Sanitize remotes & buttons
- Organize drawers & cabinets

## Exam Rooms

- Dust all surfaces
- Sterilize all equipment
- Sterilize all machines
- Wipe down all reachable surfaces
- Restock gloves & paper utilities
- Refill sanitizer dispensers
- Mop & disinfect floors