

COMPLETE MEDICAL OFFICE CLEANING CHECKLIST

A clean medical office reduces infections, builds patient trust, and promotes safety, professionalism, and confidence.



Safer
Environment



Patient
Trust



Professional
Image



Healthier
Workplace



DAILY CLEANING

Focus on high-traffic areas to maintain a safe, clean environment every day.

WAITING AREAS & RECEPTION

- ☑ Sanitize chairs, door handles, reception desks
- ☑ Sweep, mop or vacuum floors
- ☑ Disinfect floors after dust removal
- ☑ Wipe down windows and doors

EXAM ROOMS

- ☑ Sweep and mop with EPA-approved disinfectants
- ☑ Remove trash and sanitize bins
- ☑ Sanitize high-touch areas (equipment, countertops, tables)

BREAK ROOMS & BACK OFFICES

- ☑ Clean kitchen appliances (fridge, microwave)
- ☑ Sanitize shared surfaces (tables, countertops, desks)
- ☑ Empty and disinfect trash and recycling bins

RESTROOMS

- ☑ Mop and sanitize floors, including corners
- ☑ Restock toilet paper, towels, soaps, and other essentials
- ☑ Sanitize sinks, counters, toilets, and urinals



WEEKLY CLEANING

Deep clean key areas to maintain a higher standard of hygiene.

- ☑ Dust and disinfect baseboards, vents, and window sills using EPA-approved disinfectants
- ☑ Perform thorough mopping and vacuuming (HEPA filter vacuums recommended)
- ☑ Deep clean all patient rooms, including under furniture
- ☑ Use clinic-grade sanitizers to clean walls, exam tables, and less visible areas
- ☑ Disinfect high-touch surfaces throughout the office
- ☑ Check and restock all supplies in restrooms, exam rooms, and break areas



MONTHLY CLEANING

Tackle less frequent tasks to keep your facility looking its best.

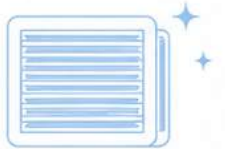
- ☑ Clean and disinfect light fixtures and blinds
- ☑ Thoroughly clean floors: remove old wax with floor stripper, then reapply fresh wax to maintain shine
- ☑ Wash windows inside and out using streak-free cleaners and squeegees
- ☑ Clean window tracks and remove accumulated dirt
- ☑ Inspect and clean under and behind furniture and equipment
- ☑ Review and restock all cleaning supplies and consumables



ANNUAL CLEANING

Perform deep cleaning and maintenance to ensure long-term safety and efficiency.

- ☑ Clean and sanitize air vents and ducts
- ☑ Deep clean carpets and upholstery
- ☑ Replace old air filters with new ones
- ☑ Train employees on biohazard waste disposal and safety protocols
- ☑ Conduct a thorough disinfection audit
- ☑ Inspect and service equipment and cleaning tools



A CLEAN OFFICE CARES

Consistent cleaning protects patients, empowers staff, and reflects the high standards of your medical practice.

