

The Essential Medical Facility Cleaning Checklist

As medical facilities manage seasonal increases in patient care, staff vacations, and operational demands, maintaining these spaces with thorough cleaning, sanitation, and preparation is paramount. Use this checklist to guide you through the essentials and ensure a healthy environment for patients, visitors, and staff.

DAILY CLEANING TASKS

Lobby/Offices/Halls:

- Dust all furniture, including desks, chairs, and tables.
- Spot clean desktops.
- Dust all exposed cabinets, bookcases, and shelves.
- Dust, clean, and sanitize all telephones.
- Clean and sanitize water coolers.
- Dust all horizontal surfaces up to 70".
- Dust windowsills, ledges, moldings, shelves, picture frames, ducts, and radiators.
- Spot clean reception lobby glass, including the front door and all partition/door glass.
- Dust mop resilient and hard floors or vacuum carpeted floors in high-traffic areas.
- Damp mop resilient floors.
- Spot clean spills and stains on carpeted and resilient floors.
- Vacuum furniture and carpet areas.
- Spot clean furniture as needed.

Stairs and Landings:

- Sweep and vacuum stairs.
- Wipe down all railings.

Exam Rooms:

- Dust furniture, desks, chairs, and cabinets.
- Wipe clean countertops and cabinet faces with approved disinfectants.
- Empty trash cans.
- Clean fingerprints and smudges on interior glass windows.
- Dust mop hard floors.
- Damp mop and disinfect hard floors.

Restrooms:

- Wash and disinfect all fixtures, sinks, urinals, toilet bowls, and toilet seats (both sides).
- Wash and polish all mirrors and faucets.
- Clean tiled walls.
- Scrub and disinfect floors, including corners.
- Refill all soap dispensers, paper towels, and bathroom supplies.
- Empty all containers and disposals, insert liners as required.
- Spot clean and sanitize containers.
- Dust all horizontal surfaces below 36", including sills, moldings, ledges, frames, ducts, and heating outlets.
- High dust all horizontal surfaces above arm's reach, including shelves, ledges, and moldings.
- Sweep, damp mop, and sanitize hard floors.

Break Room/Kitchen:

- Damp clean and sanitize tabletops, seats, backs of chairs, and chair legs.
- Damp clean and sanitize countertops, cabinet faces, and tables.
- Clean, polish, and refill paper towels/napkin holders.
- Empty wastebaskets and recycling containers.
- Clean and sanitize water coolers.
- Spot clean doors, frames, light switches, kick plates, push plates, handles, walls, and interior glass.
- Dust all horizontal surfaces below 36" and above 36".
- Dust mop resilient and hard floors.
- Damp mop resilient and hard floors.

PERIODIC CLEANING TASKS

Weekly:

- High dust all horizontal surfaces above arm's reach in the lobby/offices/halls, including shelves, moldings, and ledges.
- Pull out rolling file cabinets and dust them.
- Vacuum under rolling cabinets.
- Dust blinds.
- Remove dust and cobwebs from ceilings.

Bi-Monthly:

- Machine buff vinyl flooring.

Monthly:

- Dust and vacuum all blinds.
- Damp wipe all telephones.

Bi-Annually:

- Strip, wash, and wax all vinyl flooring.
- High dust partitions, pipes, vents, moldings, and picture frames.
- Vacuum all upholstered furniture.
- Scrub bathroom floors.

Windows:

- Wash interior surface of exterior windows every three months.
- Wash exterior surface of exterior windows once a month.

Addressing these tasks will ensure your medical facility is clean, safe, and ready to provide quality care throughout the year. Depending on the size of your facility, this can be demanding. Contact us today for assistance in developing a comprehensive, customized medical facility cleaning plan, and get the professional support you need to ensure a safe and healthy environment.



Talk to Us About Your Commercial Cleaning or Building Maintenance Needs
commercialcleaningcorp.com | [609-695-6255](tel:609-695-6255) | sales@commercialcleaningcorp.com

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