Daily Office Cleaning Checklist

Use this checklist to make sure your office is not only clean and tidy but is also clean and disinfected from gems like the common cold, the flu, and Covid 19.

ENTRANCES AND RECEPTION AREAS

- [ ] Office doors are wiped down and cleaned including touch points
- [ ] Door knobs and light switches cleaned and disinfected
- [ ] Reception area is swept (morning and evening)
- [ ] Receptions chairs are wiped down (after each guest/patient)
- [ ] Reception desk is wiped down (multiple times a day)
- [ ] Credit card machine is wiped down after each use
- [ ] Pens are cleaned after each use
- [ ] Masks are stocked and available for each guest/patient
- [ ] Sanitizer is full and available for each guest/patient
- [ ] Tissues/wipes are available for each guest/patient
- [ ] No garbage is left around the office
- [ ] Reception garbage is taken out every evening

PATIENT TREATMENT AREAS

- [ ] All equipment used is wiped down after each use
- [ ] Exam chairs, chairs, tables, desks are wiped down after each guest/patient
- [ ] All touch points cleaned and disinfected
- [ ] Door knobs and light switches cleaned and disinfected
- [ ] Room is restocked as needed
- [ ] Waste is properly disposed at the end of each shift/evening
- [ ] Floor area is swept (morning and evening)

HALLWAYS AND RESTROOMS

- [ ] Hallway floors and carpets swept, mopped and vacuumed
- [ ] Door knobs and light switches cleaned and disinfected
- [ ] Bathroom mirrors and windows polished
- [ ] Sinks, toilets and urinals scrubbed and sanitized

- [ ] Bathroom floors swept, mopped and disinfected
- [ ] Bathrooms are restocked as needed

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