

Clinic suite nightly clean: what we clean

Walk the suite with your practice manager after hours and tick each room on the list.

Practice _____ Address _____
Walked by _____ Date _____

Exam and treatment rooms

- ☐ Exam tables, counters, sinks and stools
- ☐ Door handles, light switches and cabinet fronts
- ☐ Waste removed and floors done edge to edge
- ☐ Paper, soap and towel dispensers refilled
- ☐ Treatment and procedure rooms in your protocol's order
- ☐ Toys, books and low surfaces in pediatric rooms

Waiting room and front desk

- ☐ Chairs and armrests wiped
- ☐ Reading material and children's corner tidied
- ☐ Check-in window glass cleaned
- ☐ Entry floor cleared of parking-lot soil
- ☐ Counters, card readers and pen cups every visit

Touchpoints

- ☐ Handles, switches, chair arms, counter edges and faucets
- ☐ Elevator buttons
- ☐ Cleaned first, then an EPA-registered disinfectant
- ☐ Disinfectant left for the label contact time

Restrooms, staff rooms and records

- ☐ Patient restrooms cleaned fixture by fixture and restocked
- ☐ Break rooms, staff restrooms and billing offices
- ☐ Microwaves and refrigerator handles wiped
- ☐ Patient files, monitors and papers left untouched
- ☐ Lab and sterilization alcoves to your protocol's steps
- ☐ Trash and recycling bagged to your collection point

Detail rotation and floors

- ☐ Vent covers, baseboards, door frames and high ledges
- ☐ Hard floors damp mopped every visit
- ☐ Scrubbing, refinishing and carpet extraction on a schedule

Schedule and access

- ☐ Evening visits after the last patient, Monday to Friday
- ☐ Saturday visit for weekend hours, if wanted
- ☐ Day porter between appointments, if wanted
- ☐ Alarm codes, keys and locked rooms set up at the start
- ☐ Terminal cleaning booked when a room needs a full reset

Notes
