

Facility _____ Date _____ Completed by _____

Reception & Waiting**Daily**

- Wipe counters, pens, keyboards, handles and phones with EPA-registered disinfectant (full dwell time)
- Vacuum or spot-mop floors; empty and sanitize bins, then reline
- Restock sanitizer; wipe shared toys, magazines and tablets; clear spills

Weekly

- Dust shelves, switches, chair arms and frames
- Clean windowsills, glass doors and ledges; spot-clean upholstery
- Vacuum air vents and registers

Monthly

- Steam-clean seating and rugs; replace worn items
- Restock and log cleaning supply inventory
- Test and replace HVAC filters; document the change

Exam & Treatment Rooms**Daily**

- Disinfect beds, chairs, stirrups and instruments after each patient
- Wipe sinks, counters, cabinet handles, switches and privacy curtains
- Empty sharps and waste (double-bag); replace paper bed rolls

Weekly

- Sanitize inside cabinets, drawers and shelving
- Launder or steam curtains, mats and charts; scrub floors and baseboards
- Polish exam lights, scales and wall fixtures

Monthly

- Inspect and test backup equipment (defibrillator, EKG)
- Check expiration dates on disinfectants, gloves and wipes; reorder
- Run a team walkthrough audit and update protocols

Restrooms & Break Areas**Daily**

- Scrub toilets, urinals, sinks, mirrors, flush valves and dispensers
- Restock soap, towels, toilet paper and seat covers
- Mop with a germ-killing solution; detail grout and corners

Weekly

- Wipe walls, vents, partitions and changing stations; clean microwave, fridge and coffee maker
- Steam-clean lounge fabrics; disinfect vending buttons
- Degrease sink traps and drains

Monthly

- Inspect for pests; apply seals or baits
- Deep-clean overhead vents and exhaust fans; replace grease filters
- Polish chrome and hardware; enzyme-flush drains

PPE worn per facility protocol.