Medical Office Cleaning Checklist

Daily Tasks

Reception & Waiting Area

- [ ] Disinfect all high-touch surfaces: counters, chairs, armrests
- [ ] Wipe down sign-in kiosks and tablets
- [ ] Clean glass doors and windows
- [ ] Vacuum carpets or mop hard floors
- [ ] Sanitize door knobs, light switches, and handrails
- [ ] Empty trash and replace liners

Exam Rooms

- [ ] Disinfect exam tables and chairs between every patient
- [ ] Sanitize countertops, trays, and light switches
- [ ] Refill soap, sanitizer, paper towels, and glove dispensers
- [ ] Dispose of medical waste properly
- [ ] Mop floors with hospital-grade disinfectant

Restrooms

- [ ] Clean and disinfect toilets, sinks, and urinals
- [ ] Restock toilet paper, soap, and paper towels
- [ ] Wipe mirrors and counters
- [ ] Mop floors with disinfectant
- [ ] Sanitize door handles, partitions, and hand dryers
- [ ] Staff Work Areas
- [ ] Wipe desks, keyboards, and telephones
- [ ] Empty trash bins and replace liners
- [ ] Vacuum or mop floors
- [ ] Disinfect break room surfaces and shared equipment

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Weekly Tasks

- [ ] Dust vents, baseboards, and light fixtures
- [ ] Deep clean under furniture and behind equipment
- [ ] Disinfect walls, doors, and doorframes
- [ ] Clean windows and blinds
- [ ] Sanitize staff locker rooms and lounges

Monthly Tasks

- [ ] Deep clean carpets or floors (steam, shampoo, or polish)
- [ ] Clean air vents and replace filters as needed
- [ ] Inventory and check expiration dates on cleaning and medical supplies
- [ ] Inspect and sanitize behind larger equipment and furniture
- [ ] Test and clean emergency and handwashing stations