Medical & Dental Office

Healthcare-grade checklist with infection control protocols, exam room sanitization, and biohazard waste handling.

A clinic is cleaned to a standard, not to an appearance. Exam rooms are disinfected between the day's last patient and the next morning's first, high-touch surfaces are wiped with the dwell time the product label requires, and waste is separated the way the practice's protocol says. This checklist is written so the practice manager can hand it to a new cleaner and get the same result every night.

Site _____ Date _____ Cleaner _____

Waiting Areas

- [ ] Wipe and disinfect all seating surfaces
- [ ] Disinfect reception counter and sign-in area
- [ ] Clean glass doors and partitions
- [ ] Vacuum or mop all flooring
- [ ] Sanitize magazine racks and shared items

Exam Rooms

- [ ] Disinfect exam table and stirrups
- [ ] Wipe all counters, cabinets, and sinks
- [ ] Clean light fixtures and overhead lamp
- [ ] Disinfect door handles, light switches, and drawer pulls
- [ ] Mop floor with hospital-grade disinfectant
- [ ] Restock gloves, paper, and hand sanitizer
- [ ] Empty waste — separate biohazard and general

Restrooms

- [ ] Clean and disinfect all fixtures
- [ ] Refill soap, towels, and toilet paper
- [ ] Clean mirror and countertop
- [ ] Mop with disinfectant
- [ ] Refill hand sanitizer dispensers
- [ ] Empty all waste bins

Biohazard & Waste

- [ ] Check sharps containers — replace if 3/4 full
- [ ] Verify biohazard bags are sealed and labeled
- [ ] Log waste removal in compliance sheet