

Dental Office Cleaning Checklist

A dental practice inspection by area: reception, operatories, sterilization, lab, restrooms and staff areas

Site _____ Date _____ Inspector _____

Reception and Waiting Area

	Pass	Fail	N/A
Reception counter and the patient side of the transaction ledge disinfected	☐	☐	☐
Payment terminal, pens, clipboards and sign-in tablet wiped with a product the device allows	☐	☐	☐
Waiting room chairs cleaned including arms, seat edges and the frame under the seat	☐	☐	☐
Vinyl seating checked for splits that can no longer be disinfected, and reported	☐	☐	☐
Children's corner cleaned, toys removed or cleaned as the practice requires	☐	☐	☐
Coffee or water station wiped, cup holders and the drip tray emptied	☐	☐	☐
Entry glass cleaned on both faces, push plate and pull handle disinfected	☐	☐	☐
Floor cleaned to the wall line and under the seating rows, entry mat vacuumed and lifted	☐	☐	☐

Operatories (Non-Clinical Surfaces)

	Pass	Fail	N/A
Cleaning limited to the surfaces the practice has listed in writing for the cleaning contractor	☐	☐	☐
Dental chair, delivery unit, light handles and instrument trays left to clinical staff	☐	☐	☐
Door handles, light switches and cabinet pulls outside the clinical zone disinfected	☐	☐	☐
Counters outside the clinical zone cleaned without moving instruments or sealed packs	☐	☐	☐
Hand sink, tap and splash zone cleaned, soap and towel dispensers restocked	☐	☐	☐
Operator stools cleaned on the base and casters only where the practice allows	☐	☐	☐

Floor cleaned corner to corner including under the chair base and the cabinet toe kick	☐	☐	☐
General waste emptied, clinical and sharps containers left for clinical staff	☐	☐	☐

Sterilization and Lab Areas

	Pass	Fail	N/A
Dirty-to-clean workflow in sterilization respected, cleaner enters by the route the practice sets	☐	☐	☐
Floor cleaned with a dedicated mop head that never goes back into an operatory	☐	☐	☐
Autoclave, ultrasonic and sterile storage left untouched	☐	☐	☐
Lab bench outside the working zone wiped, no gypsum or acrylic dust left on the ledge	☐	☐	☐
Lab floor cleaned with extra attention to plaster trap sink surround and model trimmer area	☐	☐	☐
Sink basins outside the clinical zone scrubbed, no residue at the drain	☐	☐	☐
Waste streams in sterilization kept separate, liners fitted, lids closed	☐	☐	☐

Restrooms

	Pass	Fail	N/A
Toilet cleaned under the rim, at the base and along the flange seam	☐	☐	☐
Grab bars and the flush handle disinfected	☐	☐	☐
Sink, tap and the underside of the counter edge cleaned	☐	☐	☐
Mirror streak-free when checked at an angle	☐	☐	☐
Soap, towel and tissue fully stocked, dispensers feeding	☐	☐	☐
Sanitary bin emptied and liner replaced	☐	☐	☐
Floor mopped to the wall, corners and behind the toilet included	☐	☐	☐

Staff Room, Offices and Corridors

	Pass	Fail	N/A
Staff room counters, sink, microwave exterior and fridge handle cleaned	☐	☐	☐
Staff room table and chair backs wiped, floor cleaned under the table	☐	☐	☐
Private office desks dusted where cleared, papers and charts left in place	☐	☐	☐
Corridor handrails, door push plates and light switches disinfected	☐	☐	☐

X-ray and imaging room floors cleaned only when clinical staff have cleared the room	☐	☐	☐
Vents, light diffusers and door frame tops free of dust	☐	☐	☐
Corridor floors cleaned to the wall line, no build-up behind doors	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Written scope separating clinical surfaces from cleaning-contractor surfaces is on file and followed	☐	☐	☐
Cleaning done after the last patient and before the first, as contracted	☐	☐	☐
Colour-coded cloths and mop heads used, restroom and sterilization colours never carried into operatories	☐	☐	☐
Disinfectant mixed at label dilution and left wet for the label contact time	☐	☐	☐
Damage, leaks and dispenser faults reported to the office manager the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Reception, restrooms, operatory floors and non-clinical surfaces, staff room, waste removal
Weekly	Chair frames in reception, baseboards, lab floor edges, door frames and vents
Monthly	High dusting, light diffusers, hard floor scrub and seating condition report
Quarterly	Carpet extraction in reception and offices, window tracks, floor refinish as contracted

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