

Medical Office Cleaning Checklist

A clinic inspection by zone: waiting room, exam rooms, clinical support, restrooms and waste

Site _____ Date _____ Inspector _____

Reception and Waiting Area

	Pass	Fail	N/A
Reception counter and transaction ledge disinfected, including the patient-facing edge	☐	☐	☐
Payment terminal, pens, clipboards and shared touch surfaces disinfected	☐	☐	☐
Waiting room chairs cleaned including arms, seat sides and the underside of arm rests	☐	☐	☐
Upholstered and vinyl seating checked for cracking that can no longer be disinfected, and reported	☐	☐	☐
Children's play area and toys cleaned or removed as clinic policy requires	☐	☐	☐
Magazine racks, side tables and water station wiped, spills addressed	☐	☐	☐
Hand sanitiser stations full and dispensing, mounting plate clean	☐	☐	☐
Floor cleaned to the wall line and under seating rows, not only the open walkway	☐	☐	☐
Waste containers emptied and liners replaced, exterior and lid wiped	☐	☐	☐

Exam and Treatment Rooms

	Pass	Fail	N/A
Exam table cleaned top, sides, base and stirrups, paper roll replaced	☐	☐	☐
All high-touch points disinfected: door handles, light switches, cabinet pulls, drawer fronts	☐	☐	☐
Chemical left on the surface for the full contact time stated on the product label	☐	☐	☐
Counter and sink area cleaned, splash zone behind the tap included	☐	☐	☐
Sink taps, soap and towel dispensers cleaned and restocked	☐	☐	☐
Rolling stool seat, base and casters wiped	☐	☐	☐
Equipment surfaces cleaned only where the clinic has authorised it, clinical devices left to staff	☐	☐	☐

Wall spots at the exam table and sink height removed	☐	☐	☐
Floor cleaned corner to corner, casters and table base included	☐	☐	☐
Clean supplies not stored or staged on the floor	☐	☐	☐

Clinical Support and Soiled Utility

	Pass	Fail	N/A
Work performed clean areas first, soiled areas last, with fresh cloths and mop heads for each	☐	☐	☐
Lab and treatment counters disinfected, no product residue on stainless	☐	☐	☐
Soiled utility room floor and sink cleaned, hopper flushed	☐	☐	☐
Linen and waste bins in soiled utility emptied, liners fitted, lids closed	☐	☐	☐
Sharps containers checked as present and not overfilled, replacement reported to clinical staff	☐	☐	☐
Colour-coded cloths and mop heads used correctly, never carried back into clean areas	☐	☐	☐
Storage room floor and shelving lower edges cleaned, no dust on stock boxes	☐	☐	☐
Nothing removed from a sharps or biohazard container by cleaning staff	☐	☐	☐

Restrooms and Patient Washrooms

	Pass	Fail	N/A
Toilet cleaned under the rim, at the base and along the floor flange seam	☐	☐	☐
Grab bars, assist rails and call cord handle disinfected and left within reach	☐	☐	☐
Sink, tap, counter and the underside of the counter cleaned	☐	☐	☐
Mirror streak-free when checked at an angle	☐	☐	☐
Soap, towel and tissue fully stocked, dispensers wiped and feeding	☐	☐	☐
Sanitary and clinical waste bins emptied to the correct stream	☐	☐	☐
Floor mopped to the wall, corners and the base of the toilet included	☐	☐	☐
Floor drain flushed with clean water where fitted, no odour at floor level	☐	☐	☐

Corridors, Staff and Common Areas

	Pass	Fail	N/A
Corridor handrails, door push plates and pull handles disinfected	☐	☐	☐

Nurse station and shared workstation surfaces wiped around equipment	☐	☐	☐
Staff break room counters, sink, appliance fronts and table cleaned	☐	☐	☐
Break room microwave and fridge exterior cleaned, interior as contracted	☐	☐	☐
Corridor floors cleaned to the wall line, no build-up at door stops and corners	☐	☐	☐
Glass partitions and reception screens cleaned on both faces	☐	☐	☐
Vents, light diffusers and the tops of door frames free of dust	☐	☐	☐

Waste, Supplies and Equipment

	Pass	Fail	N/A
General, recycling and clinical waste streams kept separate at every collection point	☐	☐	☐
Regulated medical waste handled only as the clinic's written procedure allows	☐	☐	☐
Waste removed by the route agreed with the clinic, never through the patient waiting area at peak hours	☐	☐	☐
Disinfectant mixed at label dilution, containers labelled and dated	☐	☐	☐
Mop heads and cloths laundered or replaced, never re-dipped into clean solution	☐	☐	☐
Janitor closet clean and secure, chemicals stored below eye level and lidded	☐	☐	☐
Vacuum filters checked, no dust discharge into a clinical space	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Cleaning staff followed the clinic's hand hygiene and personal protective equipment requirements	☐	☐	☐
Service performed outside patient hours where the contract requires it	☐	☐	☐
Rooms taken out of service for a deep clean recorded and returned before opening	☐	☐	☐
Damage, plumbing faults and failed dispensers reported to the practice manager the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐
Service log completed with date, time and the name of the person on site	☐	☐	☐

Suggested frequency

Daily	All exam rooms, restrooms, waiting area, high-touch points, waste removal, floors
Between patients	Exam room turnover by clinical staff or contracted cleaner as the clinic's policy sets out
Weekly	Detail work: chair frames and undersides, baseboards, vents, storage shelving, break room appliances
Monthly	High dusting, light diffusers, hard floor scrub, upholstery inspection and condition report

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