

Janitorial Checklist for Medical Offices

Daily, Weekly, and Monthly tasks for reception, exam rooms, restrooms, clinical areas, lab, and breakroom. Follow facility policies and state regulations.

Daily Tasks

Reception & Waiting Area

- ■ Open with visual inspection; post wet floor signs as needed
- ■ Disinfect high-touch points: counters, pens, clipboards, kiosks, door handles
- ■ Clean glass doors/partitions; remove fingerprints
- ■ Dust and spot clean chairs, arms, and side tables
- ■ Vacuum entry mats and carpet; damp mop hard floors
- ■ Empty trash and recycling; replace liners; sanitize cans
- ■ Wipe HVAC grilles/returns accessible at low level

Exam Rooms

- ■ Between patients: remove paper covers, disinfect exam table & pillow, chair arms, light handles, drawer pulls, BP cuffs (per facility policy)
- ■ Disinfect counters and non-critical equipment surfaces; observe product dwell time
- ■ Restock paper, gloves, sanitizer, and wipes
- ■ Spot clean walls & switch plates; mop hard floors at end of day

Restrooms

- ■ Disinfect sinks, faucets, toilets/urinals, and partitions
- ■ Refill soap, paper towels, and toilet tissue
- ■ Polish mirrors; wipe doors/handles
- ■ Dust vents; sweep and damp mop with hospital-grade disinfectant
- ■ Empty trash and sanitary bins; replace liners

Clinical/Nurse Station

- ■ Disinfect nurse station counters, phones, keyboards (approved wipes)
- ■ Clean medication fridge/exterior handles; sanitize carts and handles
- ■ Check sharps container fill lines (do not open or compact) and notify facility if near limit
- ■ Remove regulated medical waste using red bags per policy; stage in designated area

Lab/Procedure Rooms

- ■ Disinfect work benches and splash zones; wipe centrifuge/exterior surfaces
- ■ Clean eyewash/shower area floor; ensure access is clear
- ■ Collect and stage biohazard waste per policy
- ■ Mop floors with appropriate disinfectant; allow dwell time

Breakroom

- ■ Wipe tables, chairs, counters, sinks
- ■ Disinfect appliance exteriors: fridge, microwave, coffee maker
- ■ Empty trash/recycling; replace liners
- ■ Sweep and damp mop floors

Weekly Tasks

Whole Facility

- ■ High/low dusting: ledges, vents, tops of cabinets, baseboards
- ■ Deep clean waiting room seating and under cushions
- ■ Machine scrub hard floors; detail grout edges
- ■ Polish stainless steel and touch plates
- ■ Clean interior glass/partitions thoroughly

Monthly/Periodic Tasks

Whole Facility

- ■ Carpet extraction in traffic lanes (or as scheduled)
- ■ Strip & recoat or burnish finish floors per floor-care plan
- ■ Clean ceiling diffusers/returns and light lenses (as accessible)
- ■ Move-and-clean behind easily movable equipment & appliances
- ■ Wash interior/exterior windows (as contracted)

Core Protocols

Standards & Safety

- ■ Wear required PPE; perform hand hygiene before/after tasks
- ■ Use color-coded microfiber to prevent cross-contamination
- ■ Respect disinfectant contact (dwell) time per label
- ■ Use two-bucket or separate mop heads for restrooms vs clinical areas
- ■ Segregate regulated medical waste; never mix with municipal trash
- ■ Keep SDS binder accessible; label spray bottles
- ■ Log all tasks on the cleaning sheet with date, time, and initials

Note: This checklist is a general guide. Always follow site-specific policies, state regulations, and manufacturer instructions.