



Brenda's Cleaning
(817) 479-6590

MEDICAL & DENTAL OFFICE CHECKLIST

SUITABLE FOR MEDICAL & DENTAL OFFICE CLEANING

COMMON AREAS GENERAL CLEANING

- Dust all surfaces, including desks, chairs, and shelves
- Wipe down all electronic devices, including computer screens, keyboards, and telephones
- Empty all trash and recycling bins
- Vacuum carpets and sweep or mop hard floors
- Clean all windows and glass surfaces
- Wipe down all door handles and light switches

SPECIFIC TO RESTROOMS

- Clean and sanitize all toilets and urinals
- Clean and sanitize all sinks and countertops
- Refill soap dispensers and paper towel holders
- Replenish toilet paper and tissue boxes
- Sweep and mop floors

SPECIFIC TO PATIENT EXAM AREAS

- Clean and sanitize all exam tables and chairs
- Clean and sanitize all medical equipment as designated by office manager.
- Replace all paper liners and covers
- Restock all medical supplies, including gloves, masks, and gowns
- Vacuum carpets and sweep or mop hard floors

PATIENT WAITING AREAS

- Clean and sanitize door handles and light switches
- Vacuum carpets and sweep or mop hard floors
- Clean and sanitize any toys or reading materials
- Ensure that any decorative elements, such as plants or artwork, are clean and presentable and display cases

Trust Brenda's Cleaning For:

*Home
Cleaning*

*Office
Cleaning*

*Window
Cleaning*

*Floor & Tile
Cleaning*