

## CLEANING & HYGIENE CHECKLIST

| Location and items   | Tasks   | Frequency                | Responsibility            |
|--|---|--------------------------|---------------------------|
| <b>Waiting room/reception area</b>   |   |                          |                           |
| High-contact surfaces<br>(reception area bench top,<br>door handles, etc.) | Wipe with detergent and water or<br>disposable wipes. Dry with a clean cloth.     | Daily and as<br>required | Receptionist on<br>roster |
|  |   | Daily                    | Cleaner                   |
| Floor  | Spot clean, using a vacuum and damp<br>mop, removing all marks and stains.        | Daily                    | Cleaner                   |
|  | Thoroughly vacuum, removing all traces of<br>dirt. Thoroughly mop entire surface. | Weekly                   | Cleaner                   |
| Carpet areas   | Spot vacuum debris areas.   | Daily                    | Cleaner                   |
|  | Thoroughly vacuum, detail corners, edges<br>and door tracks.                      | Weekly                   | Cleaner                   |
| Waiting room chairs  | Spot wipe with detergent and water or<br>disposable wipes.                        | Daily                    | Cleaner                   |
|  | Wipe with detergent and water. Dry with a<br>clean cloth.                         | Weekly                   | Cleaner                   |
| Children's area  | Wash all toys with detergent and water,<br>rinse and dry thoroughly.              | Daily and as<br>required | Receptionist on<br>roster |
| Magazines/brochures  | Tidy area and dispose of soiled or torn<br>reading material.                      | As required              | Receptionist on<br>roster |

| Location and items      | Tasks   | Frequency                | Responsibility  |
|-------------------------|---|--------------------------|-----------------|
| <b>Treatment room</b>   |   |                          |                 |
| Floor                   | Spot clean, using a vacuum and damp<br>mop, removing all marks and stains.        | Daily                    | Cleaner         |
|                         | Thoroughly vacuum, removing all traces of<br>dirt. Thoroughly mop entire surface. | Weekly                   | Cleaner         |
| Sink                    | Wipe with disinfectant cleanser. Dry with a<br>clean cloth.                       | Daily                    | Cleaner         |
| Fridge                  | Wipe with detergent and water or<br>disposable wipes. Dry with a clean cloth.     | Daily                    | Cleaner         |
| Bench tops and trolleys | Wipe with detergent and water or<br>disposable wipes. Dry with a clean cloth.     | Daily and as<br>required | Nurse on roster |
| Examination couch       | Wipe with detergent and water or<br>disposable wipes. Dry with a clean cloth.     | Daily and as<br>required | Nurse on roster |
| Equipment               | Wipe with detergent and water or alcohol<br>wipes.                                | As required              | Nurse on roster |

| Location and items      | Tasks   | Frequency   | Responsibility                 |
|-------------------------|---|-------------|--------------------------------|
| <b>Consulting rooms</b> |   |             |                                |
| Carpet areas            | Spot vacuum debris areas.   | Daily       | Cleaner                        |
|                         | Thoroughly vacuum, detail corners, edges and door tracks.                         | Weekly      | Cleaner                        |
| Floor                   | Spot clean, using a vacuum and damp mop, removing all marks and stains.           | Daily       | Cleaner                        |
|                         | Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.    | Weekly      | Cleaner                        |
| Bench tops and trolleys | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.        | As required | Practitioner allocated to room |
|                         |   | Daily       | Cleaner                        |
| Examination couch       | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.        | As required | Practitioner allocated to room |
|                         |   | Daily       | Cleaner                        |
| Sink                    | Wipe with disinfectant cleanser. Dry with a clean cloth.                          | Daily       | Cleaner                        |
| Other items             | Wipe stethoscopes, tape measures, etc. with detergent and water or alcohol wipes. | As required | Practitioner allocated to room |
|                         |   | Daily       | Cleaner                        |

| Location and items                  | Tasks  | Frequency     | Responsibility |
|-------------------------------------|--|---------------|----------------|
| <b>Toilets</b>                      |  |               |                |
| Floor                               | Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.   | Daily         | Cleaner        |
| Toilets                             | Scrub toilet bowl with toilet brush and disinfectant cleanser. Wipe lid, seat and outer bowl with disinfectant cleanser. Dry with a clean cloth. | Daily         | Cleaner        |
| Sinks                               | Wipe with disinfectant cleanser. Dry with a clean cloth.   | Daily         | Cleaner        |
| Mirrors                             | Wipe with glass-cleaning solution.   | Daily         | Cleaner        |
| Bench top, handrail, sanitary units | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.   | Daily         | Cleaner        |
| Sanitary units                      | Empty and replace.   | Every 6 weeks | Contractor     |
| Supplies                            | Restock toilet paper, paper towels, liquid soap, hand sanitiser, etc.  | Daily         | Cleaner        |

| Location and items             | Tasks  | Frequency   | Responsibility  |
|--------------------------------|--|-------------|-----------------|
| <b>Kitchen</b>                 |  |             |                 |
| Floor                          | Spot clean, using a vacuum and damp mop, removing all marks and stains.  | Daily       | Cleaner         |
|                                | Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.                                     | Weekly      | Cleaner         |
| Table and chairs               | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.   | Daily       | Cleaner         |
| Food handling and eating areas | Remove marks from surfaces of cupboards, refrigerator, dishwasher and microwave.                                   | Weekly      | Cleaner         |
|                                | Microwave – wipe internal area with disposable wipe after each use.  | As required | Individual user |
|                                | Crockery and kitchen utensils – place in dishwasher or wash in the sink with detergent. Dry and store in cupboard. | As required | Individual user |

| Location and items                    | Tasks  | Frequency                 | Responsibility  |
|---------------------------------------|--|---------------------------|-----------------|
| <b>General</b>                        |  |                           |                 |
| Floor                                 | Machine scrub thoroughly so the floor is uniformly clean and free of build-up.           | Yearly (insert month due) | Contractor      |
| Carpet areas                          | Steam clean so the carpet is free from build-up and in-ground dirt.                      | Yearly (insert month due) | Contractor      |
| Staff chairs (fabric)                 | Spot clean.  | As required               | Cleaner         |
|                                       | Steam clean/dry clean.   | Yearly (insert month due) | Contractor      |
| Walls and doors                       | Spot clean with detergent and water. Remove cobwebs as they appear.                      | As required               | Cleaner         |
| General waste bins                    | Empty all general waste bins into the green council bins. Spot clean and replace liners. | Daily                     | Cleaner         |
| Clinical waste bins                   | Empty all yellow clinical waste bins into the large 'hazardous' bin.                     | Daily                     | Nurse on roster |
| Supplies                              | Restock toilet rolls, paper towels, liquid soap, hand sanitisers, etc.                   | Daily                     | Cleaner         |
| Internal glazing and external windows | Spot clean internal glass surfaces.  | Weekly                    | Cleaner         |
|                                       | Thoroughly clean inside and outside of windows.  | Quarterly                 | Contractor      |
| Window blinds                         | Wash with detergent and water. Dry with a clean cloth.                                   | Quarterly                 | Cleaner         |
| Air-conditioning units/vents          | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.               | When dust is visible      | Cleaner         |
| Desk/telephone/computer equipment     | Wipe with detergent and water or disposable wipes. Dry with a clean cloth.               | Weekly                    | Individual user |