
Clinic Housekeeping Checklist

General Information

- **Date:** [Insert Date]
- **Clinic Name:** [Insert Clinic Name]
- **Room/Section:** [Insert Room/Section]
- **Housekeeper Name:** [Insert Name]

Checklist Categories

1. Waiting Room

- Dust furniture and sanitize chairs
- Vacuum or mop floors
- Clean windows and counters
- Empty trash bins

2. Examination Rooms

- Sanitize examination tables and equipment
- Disinfect doorknobs and light switches
- Replace disposable covers and supplies
- Mop or sweep floors

3. Restrooms

- Clean and disinfect toilets and sinks
- Restock toilet paper, soap, and paper towels
- Empty trash bins
- Mop restroom floors

4. Medical Areas

- Sanitize high-touch surfaces (e.g., counters, tools)
- Restock medical supplies
- Remove biohazard waste appropriately
- Clean and organize storage areas

Additional Notes

[Insert any additional notes or instructions here]

Signatures

- Completed by: _____ Date: _____
- Supervisor Approval: _____ Date: _____