

# HEALTHCARE CHECKLIST

General housekeeping checklist for healthcare facilities



## LOBBIES & WAITING AREAS

- Dust & wipe down surfaces
- Empty & sanitize trash bins
- Vacuum carpet and area rugs
- Sweep & mop hard surface floors
- Sanitize frequently-touched surfaces
- Arrange furniture in orderly appearance
- Dust light fixtures and bulbs

## HALLWAYS

- Spot clean walls & carpet (if necessary)
- Wipe down handrails
- Clean windowsills & blinds (if necessary)
- Remove visible trash
- Sanitize frequently-touched surfaces
- Sweep & mop hard surface floors
- Vacuum carpet and area rugs

## RESTROOMS

- Clean & sanitize counters
- Sanitize doors
- Clean & sanitize faucets & sinks
- Empty & sanitize trash bins
- Clean & sanitize toilets
- Restock paper towel & soap dispensers
- Toilet paper dispensers
- Sweep & mop floors

## ELEVATORS

- Remove debris from tracks
- Wipe buttons & panels
- Vacuum/mop floors

## STAIRS

- Sweep off stairs
- Wipe handrails
- Clean any marks on walls

## SECURITY AREA

- Door(s) & floors
- Computer equipment
- Counters & flat surfaces

## PATIENTS ROOM

- Wipe down all surfaces
- Clean and sanitize medical equipment
- Dust light fixtures & ceiling fan
- Clean windowsills & blinds
- Change bed linen & pillowcase
- Disinfect bed rail, call button & TV remote
- Empty & sanitize trash bin
- Dispose medical waste properly
- Clean & sanitize sink, faucet & countertop
- Clean & sanitize shower/tub & toilet
- Refill soap & paper towel dispensers
- Sweep & mop floors

## CAFETERIA/BREAK ROOM

- Wipe down tables, chairs & appliances
- Clean microwave & refrigerators
- Empty & sanitize trash bins
- Sweep & mop floors, vacuum carpet/area rugs

## OFFICE/ADMINISTRATION

- Dust & wipe desks, equipment & phones
- Empty & sanitize trash bins
- Dust all horizontal surfaces & shelves
- Clean & sanitize high-frequency touchpoints
- Sweep & mop floors, vacuum carpet/area rugs

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