

FREE CHECKLIST FOR PRACTICE MANAGERS

Medical Centre Cleaning Checklist

What should be cleaned, how often, and what to ask your cleaner - by zone.

How to use it: compare this list with what your current cleaner actually does. Anything missing from their scope is a gap. Frequencies are a general guide - your practice type, patient numbers and accreditation needs may require more.

Waiting room & reception	How often	✓
Wipe chairs, armrests and side tables	Daily	☐
Disinfect counter, payment terminal, pens, door handles	Daily	☐
Clean glass screens and entry doors	Daily	☐
Vacuum / mop floors, including under seating	Daily	☐
Wipe toys / magazine racks (or remove them)	Daily	☐
High dusting: vents, light fittings, frames	Monthly	☐

Consult rooms	How often	✓
Wipe desk, chairs and keyboard (clinician to clear)	Daily	☐
Disinfect examination couch surfaces and handles	Daily	☐
Clean hand-wash basin, taps and splashback	Daily	☐
Empty general waste and recycling (not clinical waste)	Daily	☐
Mop hard floors with a dedicated clinical-area mop	Daily	☐

Treatment & procedure rooms	How often	✓
Disinfect benches, trolleys (exterior) and touchpoints with a TGA-listed disinfectant	Daily	☐
Observe the product's contact (dwell) time before wiping dry	Daily	☐
Single-use or colour-coded cloths, changed between rooms	Daily	☐
Clean walls and splashbacks around basins	Weekly	☐

Patient & staff bathrooms	How often	✓
Clean and disinfect toilets, seats and surrounds (red colour code)	Daily	☐
Clean basins, taps, mirrors (yellow colour code)	Daily	☐
Disinfect handles, flush buttons, rails and dispensers	Daily	☐
Restock soap, paper towel and toilet paper	Daily	☐
Descale fixtures and clean grout	Monthly	☐

Staff room & kitchen	How often	✓
Clean benches, sink and appliance fronts	Daily	☐
Wipe tables and chairs; empty bins	Daily	☐
Clean microwave and fridge exterior	Daily	☐
Fridge interior (after staff clear-out)	Monthly	☐

Questions to ask your cleaning provider

- ✓ Do you use TGA-listed disinfectants, and do your cleaners follow the contact times?
- ✓ How do you stop cross-contamination between clinical rooms, bathrooms and the kitchen (colour coding)?
- ✓ Are all cleaners police-checked, insured and inducted to our practice?
- ✓ Do we get a written, room-by-room scope we can show at accreditation?
- ✓ How often do you inspect the work, and do we get a report?
- ✓ What happens if something is missed - and how quickly is it fixed?
- ✓ Confirm: clinical and sharps waste is NOT handled by cleaners.

Want this done for you? Neatspace cleans medical centres and allied health practices across Greater Sydney after hours, to a written scope, with monthly inspections and a 24-hour re-clean guarantee. Book a free walk-through: **02 6675 0665** or neatspacecommercial.com.au