

Medical office building cleaning: what we clean

Walk the patient's route from the parking area to a suite door with this sheet in hand.

Building _____ Address _____
 Walked by _____ Date _____

Arrival, lobby and corridors

- ☐ Entries, walkways and parking
- ☐ Entrance glass
- ☐ Lobby seating and waiting areas
- ☐ Elevator cabs and doors
- ☐ Corridor floors on the way to each suite

Touchpoints on every pass

- ☐ Door handles wiped
- ☐ Elevator buttons and handrails
- ☐ Lobby seating and cab walls wiped by porters

Shared restrooms

- ☐ Porter checks during clinic hours
- ☐ Soap and paper restocked through the day
- ☐ Full restroom clean each night

Practice suites on the plan

- ☐ Exam and procedure rooms to each practice's protocol
- ☐ Terminal cleaning for rooms booked for a full reset
- ☐ EPA-registered disinfectant left for the label dwell time
- ☐ Charts, files and screens left where staff left them
- ☐ Each suite cleaned in its own time window
- ☐ Late-closing suites done after the last appointment
- ☐ New suites joined to the plan as tenants ask

Floors and light maintenance

- ☐ Lobby and corridor floors scrubbed and burnished on a cycle
- ☐ Refinishing calendar set for hard floors
- ☐ Lamps replaced
- ☐ Ceiling tiles and restroom fixtures

Bring to the walkthrough

- ☐ Suites on the plan and their hours
- ☐ Busiest lobby and restroom times
- ☐ Areas where patients or providers raised concerns

Notes
