

# CLEANING CHECKLIST: DAILY DUTIES FOR CLINICAL AREAS

Facility Name:											Year and Month:																				
Daily duties	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Wash floor																															
Damp dust counter tops																															
Wipe door handles																															
Wash hand wash basin including taps																															
Wipe soap and paper towel dispensers																															
Replenish paper towels																															
Replenish liquid soap dispensers																															
Spot clean dirty wall surfaces																															
Damp dust dressing trolleys																															
Damp dust examination lamp																															
Damp dust chairs																															
General waste bins cleaned and lined with bag																															
Medical waste bins/boxes remove when full																															
Sharps containers, sealed and removed when 3 quarter full																															
Remove waste from all service areas to temporary storage area.																															
Tie and close all the general waste bags in the temporary storage area.																															
<b>Cleaner sign</b>																															
<b>Supervisor sign</b>																															