General Practice

**Cleaning Schedule**

Below is an example of a cleaning schedule for general practice. We recommend modifying this template specific to your practice needs. The schedule is typed in Word format for easy modification to adapt to each practice’s specific requirements.

| Location and item | Task | Frequency | Person/s responsible |
| --- | --- | --- | --- |
| **Waiting room/reception area** |
| Smooth floors | * Spot clean, using a vacuum and damp mop removing all marks and stains.
* Thoroughly vacuum/sweep to remove all traces of dirt. Thorough mop entire surface.
 | * Daily
* Weekly
 | * Cleaner
 |
| Carpets | * Spot vacuum debris areas.
* Thoroughly vacuum, detail corners, edges and door tracts.
 | * Daily
* Weekly
 | * Cleaner
 |
| Waiting room chairs | * Spot wipe.
* Wipe down with detergent and water. Dry with cloth.
 | * Daily
* Weekly
 | * Cleaner
 |
| Children’s area | * Wash all toys with detergent and water, rinse and dry thoroughly.
 | * Daily, and as required
 | * Reception roster
 |
| Magazines/brochures | * Tidy area.
* Dispose of soiled or torn reading material.
 | * As required
 | * Reception roster
 |
| **Treatment room** |
| Smooth floors | * Spot clean, using a vacuum and damp mop removing all marks and stains.
* Thoroughly vacuum/sweep to remove all traces of dirt.
* Thoroughly mop entire surface.
 | * Daily
* Weekly
 | * Cleaner
 |
| Sink | * Wipe down with disinfectant cleanser. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| Fridge | * Wipe down with detergent and water. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| Bench tops and trolleys | * Wipe down with detergent and water. Dry with cloth.
 | * Daily, and as required
 | * Nurse on roster
 |
| Examination couch | * Wipe down with detergent and water. Dry with cloth.
 | * Daily and as required
 | * Nurse on roster
 |
| Equipment | * Damp cloth wipe.
 | * As required
 | * Nurse on roster
 |
| Clinical waste bin | * Empty all orange clinical waste bags into ‘hazardous’ large bin.
 | * Daily, and as required
 | * Nurse on roster
 |
| **Consulting rooms** |
| Carpets area | * Spot vacuum debris areas.
* Thoroughly vacuum, detail corners, edges and door tracts.
 | * Daily
* Weekly
 | * Cleaner
 |
| Smooth floors | * Spot clean, using a vacuum and damp mop removing all marks and stains.
* Thoroughly vacuum/sweep to remove all traces of dirt.
* Thoroughly mop entire surface.
 | * Daily
* Weekly
 | * Cleaner
 |
| Bench tops and trolleys | * Wipe down with detergent and water. Dry with cloth.
 | * Daily
* As required
 | * Cleaner
* Owner of room
 |
| Examination couch | * Wipe down with detergent and water. Dry with cloth.
 | * Daily
* As required
 | * Cleaner
* Owner of room
 |
| Sink | * Wipe down with disinfectant cleanser. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| **Toilets** |
| Flooring | * Thoroughly vacuum/sweep to remove all traces of dirt. Thoroughly mop entire surface.
 | * Daily
 | * Cleaner
 |
| Toilets | * Scrub toilet bowl with toilet brush and disinfectant cleanser. Wipe lid, seat and outer bowl with disinfectant cleanser. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| Sinks | * Wipe down with disinfectant cleanser. Dry with cloth
 | * Daily
 | * Cleaner
 |
| Mirrors | * Wipe down with glass cleaning solution.
 | * Daily
 | * Cleaner
 |
| Bench top, hand rail, sanitary unit | * Wipe with detergent and water. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| Sanitary units | * Empty and replace.
 | * Every 6 weeks
 | * Contractor
 |
| Supplies | * Restock toilet paper, liquid soap, etc.
 | * Daily
 | * Cleaner
 |

| Location and item | Task | Frequency | Person/s responsible |
| --- | --- | --- | --- |
| **Kitchen** |
| Smooth floors | * Spot clean, using a vacuum and damp mop removing all marks and stains.
* Thoroughly vacuum/sweep to remove all traces of dirt. Thoroughly mop entire surface.
 | * Daily
* Weekly
 | * Cleaner
* Cleaner
 |
| Table and chairs | * Wipe with detergent and water. Dry with cloth.
 | * Daily
 | * Cleaner
 |
| Food handling and eating areas | * Remove marks from surfaces of cupboards, refrigerator, dishwater, microwave.
* Microwave – internal area to be wiped down with disposable cloth after each use.
* All crockery/kitchen utensils to be placed in dishwater, or washed in the sink with detergent, dried and stored in defined cupboards.
 | * Weekly
* As required
* As required
 | * Cleaner
* Individual user
* Individual user
 |
| **General** |
| Smooth floors | * Machine scrub thoroughly so the floor is uniformly clean and free of build-up.
 | * Yearly. Due February
 | * Contractor
 |
| Carpet areas | * Steam clean so the carpet is free from build-up and in-ground dirt.
 | * Yearly
* Due January
 | * Contractor
 |
| Staff chairs (fabric) | * Spot clean.
* Steam clean/dry clean.
 | * As required
* Yearly. Due January.
 | * Cleaner
* Contractor
 |
| Walls and doors | * Spot clean with detergent and water.
* Remove cobwebs as they appear.
 | * As required
 | * Cleaner
 |
| General waste bins | * Empty all general waste receptacles into the green council bins.
* Spot clean if soiled and replace liners.
 | * Daily
 | * Cleaner
 |
| Clinical waste bins | * Empty all orange clinical waste bags into ‘hazardous’ large bin.
 | * Daily
 | * Nurse roster
 |
| Restocking consumables | * Re-fill toilet rolls, paper towels, liquid soap and hand sanitizers.
 | * Daily
 | * Cleaner
 |
| Internal glazing and external windows | * Spot clean internal glass surfaces.
* Thorough clean of inside and outside windows.
 | * Weekly
* Quarterly
 | * Cleaner
* Contractor
 |
| Window blinds | * Wash with detergent and water. Dry with cloth.
 | * Quarterly
 | * Cleaner
 |
| Air-condition units/vents | * Damp cloth wipe. Dry with cloth.
 | * When visible dust is present
 | * Cleaner
 |
| Desks/telephone/computer equipment | * Damp cloth wipe. Dry with cloth.
 | * Weekly
 | * Individual user
 |