

General Practice Cleaning Schedule

This template is designed to help your practice meet the following indicator in the Royal Australian College of General Practitioners (RACGP) *Standards for General Practices*, 5th edition:

- GP5.1F - You must be able to demonstrate that the practice is regularly cleaned.

Your practice's cleaning schedule should be accompanied by a cleaning log that confirms the tasks have been completed, as well as your contracts/agreements with commercial cleaners and waste disposal organisations.

Practice name:

Date:

Location and items	Tasks	Frequency	Responsibility
Waiting room/reception area			
High-contact surfaces (reception area bench top, door handles, etc.)	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily	
Floor	Spot clean, using a vacuum and damp mop, removing all marks and stains.	Daily	
	Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.	Weekly	
Carpet areas	Spot vacuum debris areas.	Daily	
	Thoroughly vacuum, detail corners, edges and door tracks.	Weekly	
Waiting room chairs	Spot wipe with detergent and water or disposable wipes.	Daily	
	Wipe with detergent and water. Dry with a clean cloth.	Weekly	
Children's area	Wash all toys with detergent and water, rinse and dry thoroughly.	Daily and as required	
Magazines/brochures	Tidy area and dispose of soiled or torn reading material.	As required	
Location and items	Tasks	Frequency	Responsibility
Treatment room			
Floor	Spot clean, using a vacuum and damp mop, removing all marks and stains.	Daily	
	Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.	Weekly	
Sink	Wipe with disinfectant cleanser. Dry with a clean cloth.	Daily	
Fridge	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily	

Bench tops and trolleys	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily and as required	
Examination couch	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily and as required	
Equipment	Wipe with detergent and water or alcohol wipes.	As required	
Clinical waste bin	Empty all yellow clinical waste bins into the large 'hazardous' bin.	Daily and as required	
Other items	Wipe thermometers, tape measures, etc. with detergent and water or alcohol wipes.	Daily and as required	
Location and items	Tasks	Frequency	Responsibility
Consulting rooms			
Carpet areas	Spot vacuum debris areas.	Daily	
	Thoroughly vacuum, detail corners, edges and door tracks.	Weekly	
Floor	Spot clean, using a vacuum and damp mop, removing all marks and stains.	Daily	
	Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.	Weekly	
Bench tops and trolleys	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	As required	
		Daily	
Examination couch	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	As required	
		Daily	
Sink	Wipe with disinfectant cleanser. Dry with a clean cloth.	Daily	
Other items	Wipe stethoscopes, tape measures, etc. with detergent and water or alcohol wipes.	As required	
		Daily	
Location and items	Tasks	Frequency	Responsibility
Toilets			
Floor	Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.	Daily	
Toilets	Scrub toilet bowl with toilet brush and disinfectant cleanser. Wipe lid, seat and outer bowl with disinfectant cleanser. Dry with a clean cloth.	Daily	
Sinks	Wipe with disinfectant cleanser. Dry with a clean cloth.	Daily	
Mirrors	Wipe with glass-cleaning solution.	Daily	
Bench top, handrail, sanitary units	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily	
Sanitary units	Empty and replace.	Every 6 weeks	
Supplies	Restock toilet paper, paper towels, liquid soap, hand sanitiser, etc.	Daily	

Location and items	Tasks	Frequency	Responsibility
Kitchen			
Floor	Spot clean, using a vacuum and damp mop, removing all marks and stains.	Daily	
	Thoroughly vacuum, removing all traces of dirt. Thoroughly mop entire surface.	Weekly	
Table and chairs	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Daily	
Food handling and eating areas	Remove marks from surfaces of cupboards, refrigerator, dishwasher and microwave.	Weekly	
	Microwave – wipe internal area with disposable wipe after each use.	As required	
	Crockery and kitchen utensils – place in dishwasher or wash in the sink with detergent. Dry and store in cupboard.	As required	
Location and items	Tasks	Frequency	Responsibility
General			
Floor	Machine scrub thoroughly so the floor is uniformly clean and free of build-up.	Yearly (insert month due)	
Carpet areas	Steam clean so the carpet is free from build-up and in-ground dirt.	Yearly (insert month due)	
Staff chairs (fabric)	Spot clean.	As required	
	Steam clean/dry clean.	Yearly (insert month due)	
Walls and doors	Spot clean with detergent and water. Remove cobwebs as they appear.	As required	
General waste bins	Empty all general waste bins into the green council bins. Spot clean and replace liners.	Daily	
Clinical waste bins	Empty all yellow clinical waste bins into the large 'hazardous' bin.	Daily	
Supplies	Restock toilet rolls, paper towels, liquid soap, hand sanitisers, etc.	Daily	
Internal glazing and external windows	Spot clean internal glass surfaces.	Weekly	
	Thoroughly clean inside and outside of windows.	Quarterly	
Window blinds	Wash with detergent and water. Dry with a clean cloth.	Quarterly	
Air-conditioning units/vents	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	When dust is visible	
Desk/telephone/computer equipment	Wipe with detergent and water or disposable wipes. Dry with a clean cloth.	Weekly	

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.

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