

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.

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

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

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

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