

Actual Customized Checklist

**** A checklist is developed for EVERY customer and is available for your review upon request ****

CUSTOMIZING

SAMPLE CUSTOMER
ADDRESS

Main # 856-555-4444
Emergency # 856-555-3333

DIRECTIONS

KEY / ALARM:

Key & alarm info needed

SUPPLIES NEEDED:

Canister vacuum with upholstery brush attachment

LOCATION OF SUPPLIES:

On shelf under sink (on right) in kitchen

Trash bags -- On shelf under sink (on right)

Only use the white trash bags with drawstring (do not use large black ones)

Small black trash bags can be used in receptionist trashcans

Vacuum -- In kitchen closet

SPECIAL INSTRUCTIONS:

Summer months---you can lower air conditioning as long as you leave yourself a note to return temperature to original setting

All exam chairs should be raised in order to wipe base of chairs thoroughly

Leather parts of exam chairs do not need to be wiped---they are wiped after every patient

Leather stools can be wiped with damp cloth

Exam floors---Put about 1/4 cup Pledge floor cleaner in 1/2 bucket of water (tepid)---never hot water because it will remove wax.

CHECK VACUUM BAGS & FILTERS

CHECK SUPPLY LEVELS

TRASH:

Empty all main trash cans.

Empty trash in sterilization area -- Located in sink cabinet

One of the exam rooms does not have a trashcan under the sink---the bag gets attached to the white plastic piece with handle on side.

Place trash outside front door. When it is dark outside place in dumpster before cleaning for safety reasons.

GENERAL PREP WORK:

Clean mirrors in hallways, check for smudges.

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EXAM ROOMS: (4)

Do not wipe leather parts of exam chairs (they are wiped after every patient)

- 1. Dry Dust
 - Computer/TV screens in all exam rooms
 - Arms of all exam chairs
 - Base of all exam chairs
 - Pictures
- 2. Leather on stools & Lamps connected to exam chairs
 - Wipe with dampened cloth (water only)
 - Make sure lamps are dried free of water marks
- 3. Damp Detail Dust
 - Counters, Sink
 - Exam Chairs -- Area under arm rests where debris collects and base of chairs
 - Base of stools
- 4. Floors of Exam Rooms
 - Clean each floor by hand
 - Place approx. 1/4 cup Pledge floor cleaner in 1/2 bucket of tepid water (never hot because hot water could remove wax)

BATHROOMS: (3)

Patient Bath in hallway

- 1. Mirrors -- Wipe
- 2. Damp Detail Dust
- 3. Sink -- Wipe
- 4. Toilet -- Replace toilet paper if necessary
- 5. Floor -- Clean by hand

Employee Bathroom

- 1. Mirrors -- Wipe
- 2. Damp Detail Dust
- 3. Sink -- Wipe
- 4. Toilet -- Replace toilet paper if necessary
- 5. Floor -- Clean by hand

Doctor's Bathroom

- 1. Mirrors -- Wipe
- 2. Damp Detail Dust
- 3. Sink -- Wipe
- 4. Toilet -- Replace toilet paper if necessary
- 5. Floor -- Clean by hand

PATIENT RECEPTION AREA:

Front Door -- Wipe with water inside and out, including door knobs

- 1. Dust TV screens
- 2. Chairs
 - Wipe wood with damp cloth
 - Canister vacuum brown suede using upholstery attachment using long strokes
 - No moisture on brown suede chairs

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- 3. Damp Detail Dust
Move contents when dusting
- 4. Vacuum
Pull chairs out

RECEPTIONIST AREA:

- 1. Damp Detail Dust
Use damp miracle cloths on desk tops working in direction of grain & dry
- 2. Chairs -- Wipe
- 3. Pull dirt from under desk
- 4. Floor -- Vacuum

OFFICE ROOMS : (take caddy, wand, rags)

***start on one side of entire office and work around**

OFFICE ROOM:

Associate's Office

- 1. Damp Detail Dust
- 2. Desks -- Wipe
- 3. Chairs -- Wipe
- 4. Floors -- Vacuum

Consultation Room

- 1. Damp Detail Dust
- 2. Desks -- Wipe
- 3. Chairs -- Wipe
- 4. Floors -- Vacuum

Doctor's Office

* Always check wall hangings including glass frames for smudges

- 1. Damp Detail Dust
- 2. Desks -- Wipe
- 3. Chairs -- Wipe
- 4. Pull dirt from under desk
Don't move wires under desks.
- 5. Floors -- Vacuum

KITCHENETTE:

- 1. Damp Detail Dust
- 2. Table & Chairs -- Wipe
Can use soft soap on table top.
Wipe base of table
Chairs -- Wipe
Check back of chairs for accumulation of dirt
- 3. Cabinets -- Wipe
- 4. Counters
Pull contents forward and wipe counters
Wipe drain board
- 5. Appliances
Wipe refrigerator in direction of grain & concentrate on handles
Microwave --- Clean inside and out
Toaster Oven -- Clean & wipe inside and out glass door
- 6. Sink -- Wipe
- 7. Floor -- Clean by hand

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LAB:

- 1. Prep -- Vacuum floor first
- 2. Counters and sink -- Wipe
- 4. Floor -- Clean by hand

STERILIZATION AREA:

- 1. Cabinets -- Wipe
- 3. Backsplash -- Wipe
- 4. Sink -- Wipe
- 5. Counters -- Wipe

EXITING PROCEDURE:

- 1. Exiting Alarm and Locking Procedure
- 2. Place trash in dumpster.