# Template Office Cleaning Checklist



**This resource is for illustrative purposes only.** Midwives should modify it to reflect local community standards, current practice, applicable evidence, legislation and CMO standards.

## Important Cleaning Terminology

The surfaces within a health care setting are classified as either *low-touch* or *high-touch*. (1)

* ***Low-touch* surfaces** have minimal contact with hands (e.g. floors, walls, mirrors) and are cleaned on a periodic basis and when visibly soiled.
* ***High-touch* surfaces** frequently come into contact with hands (e.g. washroom doorknobs, wall near toilet, exam bed) and are cleaned and disinfected more frequently. (3)

The spaces within a clinic are classified as either *clinical* or *public*. (1,2)

* **Clinical space** (care areas, such as exam rooms and washrooms)
  + Care areas are cleaned with a detergent, then disinfected with a hospital-grade disinfectant to the level of ***health care clean****,* which aims to remove microbial contamination. ***Health care clean*** is completed more frequently and more thoroughly.
* **Public space** (non-care areas, such as waiting rooms and corridors)
  + Non-care areas are cleaned with a detergent to the level of ***hotel clean*** – a basic level of cleaning based on visual assessment.

## Cleaning Process

* Two checklists are used to prompt and document cleaning: one for daily cleaning of high-touch surfaces in rooms that have exposure to bodily fluids, the other for weekly or alternate cleaning schedule of the clinic’s public spaces and low-touch surfaces. For each checklist, fill in the date and name of cleaner and follow the steps provided, checking off each cleaning component once completed.
* Be familiar with how to safely use the cleaning products and where to access safety data sheets.
* Read product labels and follow manufacturers’ instructions for product dilution, contact time, rinsing requirements, expiry date and storage.
* Be familiar with health and safety, including preventing illnesses and ergonomics to prevent injury.
* Wear appropriate personal protective equipment (PPE) according to the cleaning product(s) used and anticipated exposure to body fluids.
* Change gloves and clean hands when gloves are torn, if hands become wet inside gloves and when a dirty task (e.g. cleaning bathroom) is completed.
* Work from clean areas to dirty areas, from low-touch to high-touch surfaces and from top to bottom in each space.
* Remove visible soil and/or blood or body fluids prior to cleaning as per [Body Fluid Spills Policy](https://www.ontariomidwives.ca/sites/default/files/Body%20Fluid%20Spills%20-%20AOM%20TEMPLATE.docx).
* If using a bucket with cleaning solution, change solution when it becomes visibly soiled by disposing into the toilet or dedicated utility sink. Never discharge dirty solution into a hand washing sink.
* Use microfiber materials when possible to prevent redistribution of dust and dirt during cleaning.
* Dispose of waste according to [Waste Policy](https://www.ontariomidwives.ca/sites/default/files/Waste%20-%20AOM%20TEMPLATE.docx).
* Keep clean and soiled supplies separated. Keep cleaning equipment (e.g. bucket, mop head, cloths) clean and dry when not in use.
* Report any damage to furnishings or equipment (e.g. tears, cracks) to whomever is responsible for repair and/or replacement.
* To ensure supplies are adequately clean, disposable products are preferred. If using reusable supplies, soiled cloths and mop heads are laundered per manufacturers’ instructions at the end of each cleaning day and dried thoroughly before reuse.
* Cleaning supplies are stored separately from clean and sterile equipment.

## References

(1) Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee (PIDAC). Best Practices for Cleaning, Disinfection and Sterilization of medical Equipment/Devices in All Health Care Settings. 3 ed. [Internet] Toronto, ON: Queen’s Printer for Ontario. May 2013. [cited 2018 Mar 21] Available from: http://www.publichealthontario.ca/en/eRepository/PIDAC\_Cleaning\_Disinfection\_and\_Sterilization\_2013.pdf

(2) Ontario Agency for Health Protection and Promotion (Public Health Ontario). Provincial Infectious Diseases Advisory Committee (PIDAC). Infection Prevention and Control for Clinical Office Practice. 2 ed. [Internet] Toronto, ON: Queen’s Printer for Ontario. April 2015. [cited 2018 Apr 1] Available from: https://www.publichealthontario.ca/en/eRepository/IPAC\_Clinical\_Office\_Practice\_2013.pdf

(3) Ontario Agency for Health Protection and Promotion (Public Health Ontario). Provincial Infectious Diseases Advisory Committee (PIDAC). Best Practices for Environmental Cleaning for Prevention and Control of Infections In All Health Care Settings. 2 ed. [Internet] Toronto, ON: Queen’s Printer for Ontario. May 2012 [cited 2018 April 3] Available from: https://www.publichealthontario.ca/en/eRepository/Best\_Practices\_Environmental\_Cleaning\_2012.pdf

## Daily Cleaning Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **A. Preparation** | | | |
| 1. Gather all equipment, cleaning solutions and materials for cleaning. Have adequate replacement cloths available as the ones in use become visibly soiled or contaminated. | | | |
| **B. Clinic Exam Rooms – health care clean –** Aims to remove microbial contamination | | | |
| 1. Clean hands and put on appropriate PPE. |  | 4. Replenish paper towel, ABHR, soap and garbage bag as required. Replace when empty. Do not top up liquid products. | □ |
| 2. Remove clutter and discard garbage in appropriate garbage bag. | □ |
| 3. Spot clean visibly soiled areas with PRODUCT. Apply product directly to surface or cleaning cloth. Clean in the following sequence: | □ | 5. Clean floors:  a) Remove excess dirt and debris before mopping (i.e. sweep) | □ |
| 1. High-touch furnishings and horizontal surfaces (e.g. chairs, cabinets, bed, telephone, keyboard) | □ | 1. Dilute QUANTITY of PRODUCT into a bucket of clean water. Using a clean mop, begin at the farthest corner from the exam room entrance. | □ |
| 1. High-touch wall-mounted items (e.g. ABHR dispenser, glove box holder, blood pressure cuff) | □ | 6. Place wet floor sign to identify slip hazards. | □ |
| 7. Discard PPE and clean hands. |  |
| 1. Sink counter top or exterior, handles faucet and interior of sink | □ |
| **C. Washroom – health care clean –** Aims to remove microbial contamination | | | |
| 1. Clean hands and put on appropriate PPE. |  | 3. Discard garbage into a garbage bag and clean bin. | □ |
| 2. Spot clean visibly soiled areas with PRODUCT. Apply product directly to surface or cleaning cloth. Clean in the following sequence: | □ | 4. Discard PPE and clean hands. |  |
| 5. Replenish paper towel, ABHR, toilet paper, soap and garbage bag as required. Replace when empty. Do not top up liquid products. | □ |
| 1. Paper towel dispenser and soap dispenser | □ |
| 1. Door handle, frame and light switch | □ | 6. Mop bathroom floors. | □ |
| 1. Countertop or exterior of sink, faucet handles and interior of sink | □ | 7. Place wet floor sign to identify slip hazards. | □ |
| 1. Lid, tank, flush handle, seat and base of toilet | □ | 8. Discard PPE and clean hands. | □ |
| 1. Inner toilet bowl, coated with TOILET BOWL CLEANER. Ensure product coats under the rim, scrub with disposable brush or reusable brush that is stored in the washroom | □ |  |  |
| 1. Underside of toilet seat and rim | □ |  |  |
| **D. Completion** | | | |
| 1. Discard soiled disposable supplies. Launder reusable cloths/mop heads per manufacturers’ instructions and dry thoroughly before reuse. |  | 3. Report mould, leaking or damaged areas to PERSON for repair. | □ |
| 2. Store cleaning supplies separately from clean and sterile equipment. |  |  |  |

## Weekly or As Needed Cleaning Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **A. Preparation** | | | | | |
| 1. Gather all equipment, cleaning solutions and materials for cleaning. Have adequate replacement cloths available as the ones in use become visibly soiled or contaminated. | | | | | |
| **B. Non-Care Areas – hotel clean** – Basic level of cleaning based on visual assessment | | | | | |
| Walls: As needed | | | | | |
| 1. Clean hands and put on appropriate PPE. |  | 4. Repeat with clean water if necessary and allow surface to air dry. | | □ | |
| 2. Remove hanging items where possible, and move furniture away from walls. | □ | 5. For difficult stains, use heavy duty cleaner suited for the surface. | | □ | |
| 3. Apply CLEANING SOLUTION directly to cleaning tool and clean walls from top to bottom, working in four foot strips. | □ | 6. Wipe up excess water from floor and replace items that were moved. | | □ | |
| Dusting: Weekly | | | | | |
| 1. Using a damp cleaning cloth, begin at doorway and work from top down, dusting everything in the room (e.g. picture frames, light fixtures, baseboards, blinds). | □ | 2. Clean glass surfaces using PRODUCT. | | □ | |
| Waste containers: Weekly | | | | | |
| 1. Empty garbage into a garbage bag. | □ | 3. Insert a clean liner/garbage bag into the waste container. | | □ | |
| 2. Wipe lid, outside and inside of container with PRODUCT and allow to air dry. | □ |  | |  | |
| Hard floors: Weekly | | | | | |
| 1. Remove excess dirt and debris before mopping (i.e. sweep). | □ | 4. Using a clean mop, begin at the farthest corner from the entrance. | | □ | |
| 2. Move furniture to clean floors thoroughly. | □ | 5. Place wet floor sign to identify slip hazards. | | □ | |
| 3. Dilute QUANTITY of PRODUCT into a bucket of clean water. | □ | 6. Once floors have dried, return furniture to its correct place. | | □ | |
| Carpeted Floors **–** Weekly | | | | | |
| 1. Remove debris that cannot be vacuumed and move furniture. | □ | 4. Use a broom to sweep dirt from corners or crevices the vacuum cannot reach. | | □ | |
| 2. Vacuum carpets using a vacuum fitted with a HEPA filter. | □ | 5. Empty the canister, wipe the vacuum and remove debris from the roller. | | □ | |
| 3. Begin at the farthest corner from the entry door and vacuum towards the doorway. | □ | 6. If heavy soiling is present, perform steam cleaning/shampooing/extraction. | | □ | |
| **C. Care Areas (e.g. clinic exam rooms, bathroom) – health care clean –** Aims to remove microbial contamination | | | | | |
| Walls: As needed if low-touch; daily if high-touch (e.g. wall near toilet) | | | | | |
| 1. Clean hands and put on appropriate PPE. | □ | | 5. For difficult stains, use heavy duty cleaner suited for the surface. | | □ |
| 2. Remove hanging items where possible and move furniture away from walls. | □ | | 6. Wipe up excess water from floor and replace items that were moved. | | □ |
| 3. Apply CLEANING SOLUTION directly to cleaning tool and clean walls from top to bottom, working in four foot strips. | □ | | 7. Discard PPE and clean hands. | |  |
| 4. Repeat with clean water if necessary and allow surface to air dry. | □ | |  | |  |

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| **Care Areas, continued… (e.g., clinic exam rooms, bathroom) – health care clean** | | | | |
| Dusting: Weekly | | | | |
| 1. Clean hands and put on appropriate PPE. | □ | 3. Clean glass surfaces using PRODUCT. | | □ |
| 2. Using a damp cleaning cloth, begin at doorway and work from top down, dusting everything in the room (e.g., picture frames, light fixtures, baseboards, blinds). | □ |
| **D. Clinic Exam Rooms – health care clean –** Aims to remove microbial contamination | | | | |
| 1. Clean hands and put on appropriate PPE. |  | 4. Replenish paper towel, ABHR and garbage bag as required. Replace when empty. Do not top up liquid products. | □ | |
| 2. Remove clutter and discard garbage in appropriate garbage bag. | □ |
| 3. Spot clean areas that are visibly soiled with PRODUCT. Apply product directly to surface or cleaning cloth. Clean in the following sequence: | □ | 5. Clean floors:  a) Move furniture to clean floors thoroughly | □ | |
| a) High-touch furnishings and horizontal surfaces (e.g., chairs, cabinets, bed, telephone, keyboard) | □ | b) Remove excess dirt and debris before mopping (i.e. sweep) | □ | |
| c) Dilute QUANTITY of PRODUCT into a bucket of clean water. Using a clean mop, begin at the farthest corner from the entrance | □ | |
| b) High-touch wall-mounted items (e.g., ABHR dispenser, glove box holder, blood pressure cuff) | □ |
| d) Place wet floor sign to identify slip hazards | □ | |
| c) Sink countertop or exterior, faucet handles and interior of sink | □ | e) Once floors have dried, return furniture to its correct place | □ | |
|  |  | 6. Discard PPE and clean hands. |  | |
| **E. Washroom – health care clean –** Aims to remove microbial contamination | | | | |
| 1. Clean hands and put on appropriate PPE. |  | 5. Replenish paper towel, toilet paper, ABHR, soap and garbage bag as required. Replace when empty. Do not top up liquid products. | □ | |
| 2. Spot clean areas that are visibly soiled with PRODUCT. Apply product directly to surface or cleaning cloth. Clean in the following sequence: | □ |
| 6. Clean hands and put on appropriate PPE. |  | |
| a) Paper towel dispenser and soap dispenser | □ | 7. Mop bathroom floors: |  | |
| b) Door handle, frame and light switch |  | a) Move furniture to clean floors thoroughly | □ | |
| c) Countertop or exterior of sink, faucet handles and interior of sink | □ | b) Remove excess dirt and debris before mopping (i.e. sweep) | □ | |
| d) Lid, tank, flush handle, seat and base of toilet | □ | c) Dilute QUANTITY of PRODUCT into a bucket of clean water. Using a clean mop, begin at the farthest corner from the entrance | □ | |
| e) Coat the inner toilet bowl with TOILET CLEANER, ensuring product coats under rim, scrub with disposable brush or reusable brush stored in washroom | □ |
| d) Place wet floor sign to identify slip hazards | □ | |
| f) Underside of toilet seat and rim | □ | e) Discard PPE and clean hands | □ | |
| 3. Discard garbage into a garbage bag and clean bin. | □ | f) Once floors have dried, return furniture to its correct place | □ | |
| 4. Discard PPE and clean hands. |  |  |  | |
| **F. Completion** | | | | |
| 1. Discard soiled disposable supplies. Launder reusable cloths/mop heads per manufacturers’ instructions and dry thoroughly before reuse. |  | 3. Report mould, leaking or damaged areas to PERSON for repair. | □ | |
| 2. Store cleaning supplies separately from clean and sterile equipment. |  |  |  | |