

# Hospital Cleaning Checklist

## DAILY TASKS:



### Patient Rooms:

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- Change bed linens and sanitize beds after each patient discharge.
- Empty and sanitize waste bins; replace liners.
- Clean and disinfect high-touch surfaces such as bedside tables, bed rails, and door handles.
- Sweep and mop floors with a disinfectant.
- Wipe down all furniture and fixtures.



### Operating and Procedure Rooms:

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- Clean and sterilize all surfaces and equipment according to strict protocols.
- Dispose of hazardous waste in compliance with safety regulations.
- Ensure that all surgical instruments are properly sanitized and stored.



### Reception and Waiting Areas:

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- Disinfect seating areas, tables, and all high-touch surfaces.
- Sweep and mop floors with a disinfectant.
- Regularly clean windows and glass surfaces.



### Restrooms:

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- Restock toiletries including soap, toilet paper, and paper towels.
- Empty sanitary bins and replace liners.
- Clean and disinfect all fixtures, floors, and surfaces.



### Hallways and Common Areas:

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- Sweep and mop floors with a disinfectant.
- Wipe down walls, handrails, and door handles.
- Ensure clear and safe passage ways at all times.

# WEEKLY TASKS:



## All Areas:

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- Deep clean carpets and upholstery.
- Clean light fixtures and high surfaces, including ceiling corners.
- Inspect and clean air vents and replace filters if necessary.



## Patient Rooms:

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- Thoroughly clean window coverings and windows.
- Check and clean under the furniture.



## Kitchen and Cafeteria:

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- Clean all large appliances and sanitize food preparation areas.
- Deep clean refrigerators and storage cabinets.

# MONTHLY TASKS:



## Operating and Procedure Rooms:

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- Perform a comprehensive maintenance check on all medical equipment.
- Deep clean and inspect all storage areas.



## Restrooms:

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- Descale sinks and shower heads.
- Deep clean floors, focusing on grout lines and hard-to-reach areas.



## Administrative and Office Areas:

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- Dust and clean office equipment and furniture.
- Sanitize computers, keyboards, and telephones.

# QUARTERLY TASKS:



## General Maintenance:

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- Conduct a thorough review and cleaning of HVAC systems.
- Test emergency and exit lights; ensure that all safety equipment is functional.
- Seal and wax tile floors to maintain barrier against bacteria and spills.



## Exterior Areas:

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- Clean exterior windows and doors.
- Sweep and clean entryways and parking lots to maintain a hygienic ingress and egress.

# ANNUAL TASKS:



## Whole Hospital:

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- Review and update cleaning protocols and products based on the latest health standards and research.
- Refresh paint and perform minor repairs in patient rooms, common areas, and staff offices.
- Deep clean and inspect all linen and laundry equipment.



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