

## **DAILY SERVICES**

### **Vestibule/Main Lobby/Reception/Patient Waiting Area/Corridors**

- Straighten furnishings/reading materials and pick up loose debris
- Empty, clean and line trash cans (*extra trash liners are NOT to be kept in the trash cans*).
- Wipe down check-in counters with disinfectant
- Wipe down furniture, chair arms, door handles, light switches, vertical surfaces, and other high-touch areas with disinfectant
- Sweep and mop hard-surfaced floors with neutral cleaner
- Vacuum carpets and rugs
- Spot clean windows and walls as needed
- Sweep and remove trash from entrance areas
- Sweep/vacuum entrance mats
- Dust furniture as needed
- Spot clean glass entry doors as needed
- Clean partitions
- Spot clean carpet as needed

### **Restrooms/Staff Locker Rooms**

- Sweep and wet mop floors with general purpose cleaning solution
- Clean sink, including faucets and backsplash, and casework with disinfectant cleaner
- Toilets shall be wiped down and scrubbed with disinfectant
- Urinals shall be cleaned, disinfected and rinsed thoroughly
- All mirrors cleaned
- Empty, clean and line trash cans (*extra trash liners are NOT to be kept in the trash cans*)
- Stall partitions, doors and/or walls shall be cleaned and disinfected
- Feminine hygiene waste receptacles shall be emptied, cleaned and disinfected
- Refill paper towel, toilet paper and soap dispensers as needed (*extra toilet paper rolls are NOT to be kept in the restrooms*)
- Clean pass-throughs with disinfectant cleaner
- Wipe down any high-touch areas including grab bars with disinfectant

### **Private Offices/Conference Rooms/Provider Work Areas/Consult Rooms/Clean Meds Rooms/Pharmacy Office**

- Empty, clean and line trash cans (*extra trash liners are NOT to be kept in the trash cans*). Please DO NOT empty blue recycling containers housed in these areas.
- Remove cardboard (place it in cardboard recycling dumpster)
- Wipe down horizontal surface areas and high touch areas with disinfectant
- Vacuum carpeted areas; Sweep and mop hard surface floors

### **Exam Rooms/Procedure Rooms/Lab/X-Ray/Soiled Utility Room**

OFF-SITE PROPERTY  
HOUSEKEEPING SERVICES RFP

- Wipe down exam tables (bed tops, sides of bed, top and front of footboard, exam light and arm) with disinfectant
- Wipe down patient side chairs with disinfectant
- Wipe down all high-touch surfaces: door handles, light switches, cabinet door handles, horizontal work surfaces, ledges, sills and any other high-touch area with disinfectant
- Dust privacy curtain holders, metal tracks, televisions, wall-hanging pictures, windowsills, ledges
- Sweep and wet mop floors with general purpose cleaning solution including the floors under movable furniture such as chairs
- Empty, clean and line trash cans (*extra trash liners are NOT to be kept in the trash cans*)
- Clean sink, including faucet and backsplash, and casework with disinfectant cleaner
- Refill paper towel, hand sanitizer and hand soap dispensers as needed
- Clean and disinfect walls and floors of patient care areas, particularly when blood contamination occurs during treatments

**Break Room/Nourishment Alcoves**

- Wipe down horizontal surface areas and high touch areas with disinfectant
- Vacuum carpeted areas; sweep and mop hard surface floors
- Empty, clean and line trash cans (*extra trash liners are NOT to be kept in the trash cans*)
- Remove cardboard (place it in cardboard recycling dumpster)

**WEEKLY SERVICES**

- Dusting in all areas: Chairs, desks, filing cabinet tops, ledges, windowsills, frames and glass of hanging pictures, cabinet tops, miniblinds in exam rooms and work areas
- Clean baseboards
- Clean glass in reception area, front doors (both interior and exterior glass) or any other area that has glass and as needed
- Wipe down sinks and front of refrigerator and microwave in breakroom and as needed

**SEMI-ANNUALLY**

- Shampoo carpets
- Clean interior windows

**AS NEEDED**

- Plunge clogged toilets
- Report maintenance issues to Clinic Manager
- Remove spider webs
- Emergent Service if necessary