

# Medical Office Cleaning Services



## DISCOVER The difference!

Maintaining a clean environment in a medical or dental office is a must for the health, safety and comfort of staff and patients. You can trust the professionals at Venice Cleaning & Maid Services to complete the cleaning tasks necessary to help provide such an environment.

Our unique 32-Point system ensures a clean and sanitized office environment. This system is based on our professional experience along with proper cleaning and sanitation methods required for dental and medical offices by the Occupational Safety and Health Administration (OSHA).

We are a services-oriented business and as such we are always willing to incorporate your offices' personal preferences and requirements in to our cleaning plan.

- Daily, weekly, bi-weekly and monthly service plans available
- After-hours and weekend service
- 32 point cleaning system
- OSHA-compliant cleaning practices
- Uniformed, professional staff
- Management involvement every step of the way
- Monthly service performance reviews with the client
- Bonded & insured
- Satisfaction guarantee

FREE ESTIMATES

BONDED & INSURED



**Venice Cleaning & Maid Services**

**Phone (941) 567-7397**

[WWW.VENICECLEANPROS.COM](http://WWW.VENICECLEANPROS.COM)



We are a 5-Star Rated  
Service Provider!

# Medical Office Cleaning Services



## Medical Facility Checklist

Company Name: \_\_\_\_\_ Date of Service: \_\_\_\_\_  
 Crew Leader: \_\_\_\_\_ Crew Members: \_\_\_\_\_

### Reception area/Foyer: (Initials: \_\_\_\_\_)

- Wood floors dusted/mopped, carpets vacuumed
- Clean front entrance glass
- Cobwebs removed from baseboards/ceiling
- Furniture dusted (if applicable)
- Ledges / frames/ picture frames
- \_\_\_\_\_

### Lunch/ Kitchen Areas: (Initials: \_\_\_\_\_)

- Countertops cleaned
- Sinks cleaned and disinfected, chrome shined
- Refrigerator front/visible sides cleaned and shined
- Dishwasher wiped out, front cleaned and shined
- Microwave wiped inside and out, front cleaned and shined
- Floors vacuumed and mopped
- Cobwebs removed from baseboards, ceiling
- Cabinets (outside) cleaned, polished
- Kitchen furniture (tables, chairs, desk) wiped
- Doors and frames spot cleaned from fingerprints
- \_\_\_\_\_

### Restrooms: (Initials: \_\_\_\_\_)

- Clean and sanitize restrooms using germicidal cleaners
- Vanity cleaned and disinfected
- Sinks cleaned and disinfected
- Clean and polish all mirrors and bright work
- Sweep and mop floors
- Clean and sanitize all toilets, urinals, wash basins, walls, and partitions
- Refill all paper, soap and sanitary napkin dispensers
- Empty all trash baskets and replace liners – place trash in designated areas
- \_\_\_\_\_

### Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please note – some trash cans are kept in cabinets, if you do not see a trash can, look in cabinets, they may be stored underneath.*

### Inner Office areas: (Initials: \_\_\_\_\_)

- Empty all trash baskets and replace liners – place trash in designated areas
- Spot clean walls and carpets
- Dry sweep and wet mop all floors
- Clean water fountains and/or coolers
- Clean interior wall glass excluding outer wall glass
- Dust ceiling air vent returns
- Disinfect all telephones
- Dust high and low all work stations (ceiling to baseboard)
- Clean all office equipment (copiers, fax machines, file cabinets, etc.)
- Dust all desks, chair rungs, well bases, low moldings, sills, picture frames and partition tops
- Dust all wall clocks
- Vacuum floors & crevices
- \_\_\_\_\_

### Exam rooms: (Initials: \_\_\_\_\_)

- Disinfect all telephones
- Empty all trash baskets and replace liners – place trash in designated areas
- Sweep/wet mop all floors
- Dust all chairs, chair rungs, well bases, low moldings, sills, picture frames
- Clean, disinfect and shine sinks
- Sanitize entire station
- Refill all paper products (paper towels)

### Lab areas: (Initials: \_\_\_\_\_)

- Clean all countertops
- Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
- Disinfect all telephones
- Refill all paper products
- Dust all furniture
- Dust all baseboards and moldings
- Sweep, mop or vacuum all floors
- Empty all trash baskets and replace liners
- \_\_\_\_\_

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