

# COMPREHENSIVE HOUSEKEEPING CLEANING CHECKLIST FOR HOSPITALS

## Cleaning Duties for Patient Rooms

- Wash & sanitize hands. Put on disposable gloves.
- Leave cleaning carts in hall, set up a safety sign outside door.
- Knock while slowly entering. Respect patient & guest privacy.
- Quickly straighten room, empty and reline trash cans.
- Clean & disinfect high-touch areas.
- Dust air vents, lights, television sets & window sills.
- Disinfect & sterilize bedside commode.
- Wipe down countertops, spot-wipe walls, check furniture.
- Wipe down doors & kickplates, disinfect door handles
- Sweep floors & wet mop as needed.

## Patient Room Bathroom Cleaning Procedures

- Empty & disinfect trash cans as needed, replace liners.
- Disinfect touch-points: light switches, door knobs, handrails.
- Clean & disinfect showers, tubs, sinks, faucets & fixtures.
- Wipe down & disinfect mirrors and countertops.
- Clean & disinfect toilet bowl, seat, tank and flush handle.
- Check & refill toilet paper, soap dispensers & paper towels.
- Wipe down walls, doors & fixtures.
- Sweep & mop floors as needed.

## Terminal Room Cleaning Tasks

- Confirm patient has been discharged and room is vacant.
- Perform hand hygiene, wear gloves, place safety sign outside door.
- Disinfect bed framing, panels, headboard, footboard, rails and springs.
- Disinfect mattress top, bottom & sides, replace cover.
- Replace pillows, make bed with fresh sheets & pillow cases.
- Vacuum & polish furniture, turn cushions, note stains or damage.
- Clean & disinfect medical equipment: wheelchairs, IV poles, and blood pressure cuffs.
- Check & refill soap and paper towel dispensers. Replace privacy curtains as needed.
- Clean & disinfect patient bathroom.
- Sweep, wet mop & sanitize all floors.

## Daily Housekeeping for Other Hospital Areas

### Exam Rooms

- Clean up & disinfect surfaces contaminated by bodily fluids.
- Immediately wash hands & put on fresh gloves after this task.
- Replace sharps containers when three-quarters full.
- Replace exam table coverings.

### Entrance & Waiting Areas

- Make sure floors are free of debris & tripping hazards.
- Immediately clean up spills on floors and furniture.
- Keep eye out for personal belongings left by patients & visitors.
- Take found items to designated station.

### Hospital Cafeterias

- Coordinate cleaning efforts with cafeteria staff.
- Wipe & disinfect tables, chairs, railings & countertops between peak service times.
- Clean up food debris and floor spills.

### Office & Break Rooms

- Inspect furniture for stains, wear and tear.
- Check storage areas for cleanliness & signs of insects or rodents.
- Wipe down break room appliances inside & out.
- Dispose of leftover food & restock basic supplies as needed.

### Public Bathrooms

- Apply highly stringent cleaning & disinfecting procedures to prevent the spread of germs & bacteria.