

Hospital Housekeeping Checklist Template



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General Areas:

1. Lobbies and Waiting Areas:

- Dust and wipe down surfaces.
- Empty and sanitize trash bins.
- Vacuum and/or mop floors.
- Sanitize frequently-touched surfaces.

2. Hallways:

- Vacuum and/or mop floors.
- Wipe down handrails.
- Remove visible trash.

3. Elevators:

- Wipe down elevator buttons and panels.
- Vacuum and/or mop floors.

4. Restrooms:

- Clean and sanitize sinks, faucets, and countertops.
- Clean and sanitize toilets.
- Refill soap dispensers, hand sanitizers, and paper towel dispensers.
- Empty and sanitize trash bins.
- Mop floors and clean mirrors.

5. Staircases:

- Sweep and mop stairs.
- Wipe down handrails.

Patient Rooms:

1. Surface Cleaning:

- Wipe down all surfaces.
- Clean and sanitize medical equipment.
- Dust light fixtures and ceiling fans.
- Clean windowsills and blinds.

2. Bed Linens:

- Change bed linens and pillowcases.

- Disinfect bed rails and call buttons.
- Vacuum and/or mop the floor.

3. Trash Disposal:

- Empty and sanitize trash bins.
- Dispose of medical waste properly.

4. Bathroom:

- Clean and sanitize sinks, faucets, and countertops.
- Clean and sanitize shower/tub and toilet.
- Refill soap and paper towel dispensers.
- Mop floors.

Operating Rooms and Treatment Areas:

1. Disinfection:

- Clean and sanitize all surfaces.
- Use appropriate disinfectants.

2. Waste Handling:

- Dispose of biohazardous waste.
- Empty and sanitize trash bins.

Staff Areas:

1. Break Rooms:

- Wipe down tables, chairs, and appliances.
- Clean microwave and refrigerator.
- Empty and sanitize trash bins.

2. Administrative Areas:

- Dust and wipe down desks, equipment, and phones.
- Empty and sanitize trash bins.
- Vacuum and/or mop floors.

Public Areas:

1. Cafeteria:

- Clean and sanitize tables, chairs, and food service areas.
- Empty and sanitize trash bins.
- Sweep and mop floors.

2. Gift Shop/Pharmacy:

Dust and wipe down shelves and displays.

Vacuum and/or mop floors.