

# OFFICE CLEANING CHECKLIST

## YOUR COMPANY

123 Your Street  
City, State 12345  
(555) 555-5555

Date of service: \_\_\_\_\_

LOBBY	Initials:
<input type="checkbox"/> Clean countertops	
<input type="checkbox"/> Sweep/vacuum/mop floor	
<input type="checkbox"/> Clean front entrance door inside and out	
<input type="checkbox"/> Dust décor, shelving, lamps, furniture	
<input type="checkbox"/> Empty trash baskets and replace liners	
<input type="checkbox"/> _____	

KITCHEN	Initials:
<input type="checkbox"/> Clean countertops	
<input type="checkbox"/> Sweep/vacuum/mop floor	
<input type="checkbox"/> Clean and disinfect sinks, faucets shined	
<input type="checkbox"/> Clean and shine appliances	
<input type="checkbox"/> Clean microwave inside and out	
<input type="checkbox"/> Clean coffee pot inside and out	
<input type="checkbox"/> Clean and wipe cabinets (outside)	
<input type="checkbox"/> Dust décor, shelving, lamps, furniture	
<input type="checkbox"/> Empty trash baskets and replace liners	
<input type="checkbox"/> _____	

RESTROOMS	Initials:
<input type="checkbox"/> Clean and disinfect countertops	
<input type="checkbox"/> Sweep/vacuum/mop floor	
<input type="checkbox"/> Clean and disinfect sinks, faucets shined	
<input type="checkbox"/> Clean and disinfect toilets, urinals	
<input type="checkbox"/> Clean and disinfect stall partitions and walls	
<input type="checkbox"/> Clean and polish mirrors	
<input type="checkbox"/> Refill toilet paper, soap, and sanitary napkins	

## CLEANING CHECKLIST

Location: \_\_\_\_\_  
 Phone/Contact: \_\_\_\_\_  
 Crew Members: \_\_\_\_\_

OFFICES	Initials:
<input type="checkbox"/> Clean countertops	
<input type="checkbox"/> Sweep/vacuum/mop floor	
<input type="checkbox"/> Clean water fountains	
<input type="checkbox"/> Disinfect all telephones	
<input type="checkbox"/> Dust and clean office equipment and appliances	
<input type="checkbox"/> Dust décor, shelving, lamps, furniture	
<input type="checkbox"/> Clean and polish all mirrors and glass	
<input type="checkbox"/> Empty trash baskets and replace liners	
<input type="checkbox"/> _____	

CONFERENCE ROOM	Initials:
<input type="checkbox"/> Clean countertops	
<input type="checkbox"/> Sweep/vacuum/mop floor	
<input type="checkbox"/> Disinfect all telephones	
<input type="checkbox"/> Dust décor, shelving, lamps, furniture	
<input type="checkbox"/> Empty trash baskets and replace liners	
<input type="checkbox"/> _____	

MONTHLY	Initials:
<input type="checkbox"/> Dust hard to reach areas (ledges, vents)	
<input type="checkbox"/> Dust baseboards	
<input type="checkbox"/> Vacuum/clean upholstered furniture	
<input type="checkbox"/> Clean inside and out of refrigerator	
<input type="checkbox"/> _____	

OTHER	Initials:

# Medical Office Housekeeping Checklist

**Family Health Care, Inc**



## **Medical Office Housekeeping Checklist:**

**Financial Management Strategies for Hospitals and Healthcare Organizations** David Edward Marcinko, Hope Rachel Hertico, 2013-09-05 In this book a world class editorial advisory board and an independent team of contributors draw on their experience in operations leadership and Lean managerial decision making to share helpful insights on the valuation of hospitals in today's changing reimbursement and regulatory environments Using language that is easy to understand

**Financia Glencoe Administrative Procedures for Medical Assisting: A Patient-Centered Approach** Barbara Ramutkowski, Abdulai Barrie, Cindy Keller, Laurie Dazarow, Cindy Abel, 1998-08-28 Students learn the skills necessary to become a multitasked front office medical assistant All of the step by step procedures are fully illustrated so students can learn proper technique Trains students on medical office administrative procedures and equipment Each chapter begins with an outline of topics a list of chapter objectives key terms and a list of 1997 AAMA Role Delineation Study Areas of Competence covered in that chapter so students know where to focus their attention as they read and study Questions and activities at the end of every chapter help students measure their progress every step of the way *Blackwell's Five-Minute Veterinary Practice Management Consult* Lowell Ackerman, 2020-01-09 Provides a quick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more Blackwell's Five Minute Veterinary Practice Management Consult Third Edition provides quick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds 26 new topics with a further 78 topics significantly updated or expanded It gives readers a look at the current state of the veterinary field and teaches how to work in teams communicate with staff and clients manage money market a practice and more It also provides professional insight into handling human resources in a veterinary practice conducting staff performance evaluations facility design and construction and managing debt among other topics **KEY FEATURES** Presents essential information on veterinary practice management in an easy to use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand new topics and 78 significantly updated topics Provides models of veterinary practice challenges to the profession trends in companion practices and more Features contributions from experts in veterinary practice human resources law marketing and more Supplies sample forms and other resources digitally on a companion website Blackwell's Five Minute Veterinary Practice Management Consult offers a trusted user friendly resource for all aspects of business management carefully tailored for the veterinary practice It is a vital resource for any veterinarian or staff member involved in practice management **Medical Office Procedures** Karonne J. Becklin, Edith Sunnarborg, 1996 This text workbook is designed to expose students to both traditional medical office procedures and the computerized medical office Projects and simulations are included and can

done manually or on the computer using MediSoft Patient Accounting Software      *Planning and Managing Rural Health Centers* Torlen L. Wade, Edward F. Brooks, 1979      *Saunders' Textbook of Medical Office Management* Alice Anne Andress, 2003 From personnel management to financial administration this one of a kind resource offers proven techniques and ready to implement strategies for running the medical office Practical discussions focus on interpersonal and legal aspects of patient care as well as on sound business practices Samples of consent forms letters and procedural policies offer concrete examples to follow Manager s Alert boxes point out potential pitfalls and give specific real world advice on how to avoid them Helpful tips From the Expert s Notebook describe the best way to handle a variety of office problems Based on the author s more than 30 years of experience in managing and consulting with medical offices Saunders Textbook of Medical Office Management 2nd Edition helps you fulfill all of your responsibilities with excellence Book jacket      *A Textbook for Medical Assistants* M. Murray Lawton, Donald F. Foy, 1967      **Administrative Medical Assisting** Marilyn Takahashi Fordney, Joan Johnson Follis, 1993      **The National Health Service Corps Practice Management Guidebook** Family Health Care, Inc, 1975      **The National Health Service Corps Practice Management Guide Book** Family Health Care, inc, 1975      **Health + Safety Manual** , 1987      Medical Economics Encyclopedia of Practice and Financial Management Lawrence Farber, 1984      **Safety and Health at Work, ILO-CIS Bulletin** , 2003      Health Care , 1988      **Executive Housekeeping Today** , 2004      **An Introductory Guide to EC Competition Law and Practice** Valentine Korah, 1994      **Time-saver Standards for Building Types** Joseph De Chiara, John Hancock Callender, 1980      **Medical Economics** Harrie Sheridan Baketel, 1977-09      *Good Housekeeping* , 1997      **Annual Report** South Carolina. State Department of Mental Health, 1985 Includes annual reports of various institutions

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