

CLEANING AUDIT TEMPLATE FOR GENERAL PRACTICE

Pass ✓ Moderate ?? Fail X Comment



AUDITOR:				
Date:				
AREA & SURFACE				
<i>Treatment/Procedure Room(s)</i>				
Bench tops and Trolleys				
Examination Couches				
Sinks/Basins				
Floors				
Empty clinical waste bins				
Curtain				
Non-clinical equipment (e.g. scales, tape measures)				
Wiping fridges and equipment (inside/outside)				
Protective Equipment (e.g. eyewear, faceshield)				
<i>Consulting Room(s)</i>				
Bench tops and Trolleys				
Examination Couches				
Basins				
Desks, keyboard				
Empty rubbish bins				
Floors				
<i>Waiting / Reception Area</i>				
Floors				
Toys (if provided)				
Furniture – chairs, table, etc				
Tidy magazines / brochures				
<i>Office Area(s)</i>				
Furniture – Desks, keyboard				
Floors				
Rubbish bins				
<i>Toilets</i>				
Toilets including floors Toilet bowls scrubbed, disinfected and deodorised. Replenish toilet paper, hand towels and liquid soap				
Toilet flush push knobs				
Basins, tap & door handles				
Empty bins				

AREA & SURFACE				
<i>General & Staff Room</i>				
Liquid soap dispensers				
Ensure alcohol hand gel containers all full or sufficient				
Carpet – vacuuming				
Carpet – steam/dry cleaning				
Food handling and eating areas				
Emptying paper/recycle bins				
Door handles/holds e.g. entrance (if not auto), consulting rooms, toilet & change rooms, treatment rooms, sluice room				
Light switches				
Walls and ceiling				
Light shades				
Blinds, curtains, rails				
Fans - blades and body				
Air conditioning units and air grilles				
Window ledges, skirting boards, door frames				
Windows, mirrors, glass partitions				
Phones,TV, fax, photocopier				
Staff room & kitchen area				
Pictures				
Storage cupboards				
Heaters/radiators				
Suitable cleaning materials available				
Suitable cleaning training has occurred				
Cleaner knows how & who to contact for issues/supplies				
Job description or contract responsibility clearly written				

Next audit due:

Auditor comments and any suggestions for review or improvement:

Signed by Auditor:

Role: