**Cleaning schedule example**

The following table is a guide developed by the RACGP for general practices throughout Australia.

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| --- | --- | --- | --- |
| **Surface** | **Product Used** | **Method of Cleaning** | **Frequency** |
| Smooth surfaces e.g. bench tops, examination couches, sinks, toilets and bathroom floors | Detergent and water, damp cloth  Or  Disposable wipes | Wiping/rubbing with a damp cloth, or disposable wipes. Dry the surface with a clean cloth. | As determined by the practice (e.g. bench tops, sinks, toilets and treatment room floors daily, other floors every second day). |
| Smooth floors | Detergent and water  Mop and bucket | Damp mopping to ensure dust is captured and not dispersed into the air (Note: mops need to be cleaned and left to dry after use, not left wet in a bucket). | As determined by the practice. |
| Carpet (regular vacuum cleaning) | Vacuum cleaner | Vacuum | As determined by the practice (e.g. daily). |
| Carpet (spot cleaning) | Spill kit or carpet cleaning solution recommended by manufacturer  Or  Vacuum cleaner | Use spill kit to blot up excess moisture and other matter (e.g. vomitus).  Clean according to directions for use.  Assist carpet to dry quickly (ventilation/heating) and quarantine until dry.  Use carpet cleaning solution for other spills.  Use vacuum cleaner for solid objects. | As determined by practice  (e.g. when soiled). |
| Carpet (steam/dry cleaning) | Usually performed by a carpet cleaning contractor with suitable equipment and products. | Perform out of hours if possible. Assist carpet to dry quickly (ventilation/heating) and quarantine until dry | As determined by practice  (e.g. when soiled or yearly). |
| Fabrics e.g. furniture | Use a fabric cleaner recommended by the manufacturer or detergent and water. | Clean according to directions for use and quarantine until dry. | As determined by practice  (e.g. when soiled). |
| Toys | Detergent and water | Clean thoroughly. | As determined by practice  (e.g. when soiled or immediately after use if young children are observed ‘mouthing’ toys, or quarterly). |
| Other items, e.g. stethoscopes, tape measures) | Detergent and water, alcohol wipes | Clean thoroughly, wipe over with alcohol wipe but avoid on stethescope tubing. | As determined by practice  (e.g. monthly). |

Reference: RACGP Infection Control Standards for Office Based Practices 5th Edition

**Cleaning schedule template**

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| --- | --- | --- | --- | --- |
| **Surface** | **Product Used** | **Method of Cleaning** | **Frequency**  **(daily, weekly or as determined)** | **Person(s) responsible** |
| ***Treatment/Procedural Room(s)*** |  |  |  |  |
| Bench tops and Trolleys |  |  |  |  |
| Examination Couches |  |  |  |  |
| Sinks |  |  |  |  |
| Floors |  |  |  |  |
| Emptying clinical wastes bins |  |  |  |  |
| Non-clinical equipment (eg. stethoscopes, tape measures) |  |  |  |  |
| Wiping over fridges and equipment |  |  |  |  |
| Protective Equipment (eyewear, reusable aprons) |  |  |  |  |
| ***Consulting Room(s)*** |  |  |  |  |
| Bench tops and Trolleys |  |  |  |  |
| Examination Couches |  |  |  |  |
| Sinks |  |  |  |  |
| Desks |  |  |  |  |
| Emptying clinical wastes bins |  |  |  |  |
| Floors |  |  |  |  |
| ***Waiting / Reception Area*** |  |  |  |  |
| Floors |  |  |  |  |
| Toys |  |  |  |  |
| Furniture – chairs etc |  |  |  |  |
| Tidy magazines / brochures |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Surface** | **Product Used** | **Method of Cleaning** | **Frequency**  **(daily, weekly or as determined)** | **Person(s) responsible** |
| ***Office Area(s)*** |  |  |  |  |
| Furniture – Desks etc |  |  |  |  |
| Floors |  |  |  |  |
| ***Toilets*** |  |  |  |  |
| Toilets including floors |  |  |  |  |
| Sinks |  |  |  |  |
| Re-fill paper towels and liquid soap |  |  |  |  |
| Empty bins |  |  |  |  |
| ***General*** |  |  |  |  |
| Carpet – vacuuming |  |  |  |  |
| Carpet – steam/dry cleaning |  |  |  |  |
| Food handling and eating areas |  |  |  |  |
| Emptying paper/recycle bins |  |  |  |  |
|  |  |  |  |  |

Note: Quality Practice Accreditation provides this document as a guide for your practice to create its own cleaning schedule.