### **Dental Office Housekeeping Checklist**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Completed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **🏢 Reception & Waiting Area**

 ☐ Wipe down front desk, counters, and pens
 ☐ Disinfect chairs, tables, and armrests
 ☐ Sanitize door handles, light switches, and high-touch points
 ☐ Sweep/vacuum floors and mop if needed
 ☐ Empty trash and replace liners
 ☐ Refill hand sanitizer stations

#### **🧑‍⚕️ Operatories (Treatment Rooms)**

 ☐ Disinfect dental chair, trays, and light handles
 ☐ Wipe countertops, cabinets, and equipment surfaces
 ☐ Clean and disinfect all hand tools before sterilization
 ☐ Sanitize computers, keyboards, and mouse
 ☐ Restock disposable supplies (gloves, masks, bibs)
 ☐ Mop floors with disinfectant
 ☐ Replace used linens/barriers

#### **🧴 Sterilization Room**

 ☐ Wipe down sterilizers and work surfaces
 ☐ Clean ultrasonic and autoclave units (as per manufacturer’s instructions)
 ☐ Disinfect all instrument trays
 ☐ Organize sterile and non-sterile areas
 ☐ Dispose of biohazardous waste properly
 ☐ Check and restock sterilization pouches and indicators

#### **🚻 Restrooms**

 ☐ Clean and disinfect toilets, sinks, and counters
 ☐ Wipe mirrors and fixtures
 ☐ Refill toilet paper, paper towels, and soap dispensers
 ☐ Empty trash and sanitize bins
 ☐ Mop floors with disinfectant

#### **🍽️ Break Room (if applicable)**

 ☐ Wipe tables, counters, and appliance handles
 ☐ Clean inside microwave and refrigerator handles
 ☐ Wash and store any dishes
 ☐ Empty trash and recycling
 ☐ Sweep and mop floors

#### **✅ End-of-Day Final Tasks**

 ☐ Ensure sharps containers are closed properly
 ☐ Confirm medical waste is secured for pickup
 ☐ Turn off lights and electronic equipment
 ☐ Lock all cabinets and treatment rooms
 ☐ Set security system (if applicable)