### **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)