

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)