



**NITHA JANITORIAL CLEANING SCHEDULE FOR HEALTH CENTERS & NURSING STATIONS**

**Daily Janitorial Checklist**

Week of \_\_\_\_\_

<b>Daily Cleaning Duties (At least once daily and as needed)</b>	Mon	Tue	Wed	Thu	Fri
<b>Front entrance/Reception/Waiting Area</b>					
Clean and sanitize entrance door, door knobs/handles, push bars, hand sanitizer dispenser, light switches and thermostats.					
Clean and sanitize other high contact objects such as chairs, chair handles, tables and countertops.					
Wash and sanitize toys or any object a child touches with his/her mouth.					
Sweep, clean and sanitize front entrance/mud area.					
Vacuum carpet					
Damp mop entrance mat					
Clean and sanitize floor					
Empty garbage cans					
Clean and sanitize inside and outside of garbage cans					
<b>Washrooms</b>					
Wipe down wall mounted items such as mirror, hand sanitizer dispenser, soap dispenser, paper towel dispenser, sharps container (sides and bottom), light switches and thermostats.					
Clean and sanitize door, door knobs/handles or push plates					
Clean and sanitize sinks, faucets, toilets and fixtures					
Clean and sanitize diapering table/area					
Clean and sanitize floor					
Clean and sanitize inside and outside of garbage cans					
<b>Kitchen</b>					
Damp wipe countertops and fridge exterior including fridge door					
Clean and sanitize door, door knobs/handles or push plates					
Clean and sanitize the Sink (basin, fixture, drain and overflow)					
Remove any grease or splashes caused by cooking					
Clean the inner and outer side of the microwave					
Clean the inside and outside of stove or oven					
Clean and sanitize floor					
Empty garbage cans					
Clean and sanitize inside and outside of garbage cans					



<b>Treatment Rooms/ Doctor's Office/Nurse's Office/Patient Care Areas</b>					
Clean and sanitize all high contact surfaces such as: door knobs/handles, push plates, sinks, faucets, countertops, tables, desks, chair handles and treatment bed.					
Wipe wall mounted items/equipment such as: hand sanitizer dispenser, soap dispenser, paper towel dispenser, sharps container (sides and bottom), blood pressure manometer (including cuff), light switches, thermostats, mirrors, windows and window sills.					
Clean and sanitize floor					
Empty garbage cans					
Clean and sanitize inside and outside of garbage cans					
<b>Custodial/ Janitorial Room</b>					
Clean/laundry and dry mop heads					
Clean and sanitize mop buckets					
Clean and sanitize mop sink					
Spot clean and restock housekeeping cart					

### Weekly Janitorial Checklist

Month: \_\_\_\_\_

<b>Weekly Cleaning Duties (At least once weekly and as needed)</b>	Week 1	Week 2	Week 3	Week 4
Damp wipe the screen of the television in lounge or public places				
Vacuum/clean and sanitize all offices and work area floors.				
Clean kitchen stove and range-hood exhaust fan/vent				
Pour water down all floor drains especially bathroom/washroom, furnace rooms and janitor mop sinks				
Brush clean the Sink stopper				
Pick up garbage outside and clean area around dumpster				



### Monthly Janitorial Checklist

Year: \_\_\_\_\_

Monthly (At least once monthly and as needed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Vacuum all upholstered furniture												
Remove smears/smudge marks from walls and doors												
Clean and sanitize all windows, window frames and sills												
Buff floor in high traffic areas												
Damp and wet mop furnace and storage room floors												
Clean janitor and storage rooms												
Sweep/clean and sanitize custodial/janitorial room floor												
Clean all ceiling vents and exhaust fans												
Clean kitchen cabinets												
Clean and sanitize bottled water coolers												
Clean garbage bins and lids as needed												
Damp wipe all window blinds												

### Yearly Janitorial Checklist

Year: \_\_\_\_\_

Yearly (At least once yearly and as needed)	Yes	No
Clean and sanitize <i>walls</i> as needed		
Clean <i>ceiling, ceiling fans and light fixtures</i>		
Clean <i>Baseboard</i> thoroughly as require if there is a gap between when it is first cleaned and used		
Move where possible and clean behind <i>heavy office furniture</i> (e.g. desk and bookcase cabinets).		
Steam clean <i>upholstered furniture</i>		
Deep Scrub and Wax the <b>floor</b> at least twice a year and as needed		