Hospital Housekeeping Checklist

General Areas:

1. Lobbies and Waiting Areas:
   - [ ] Dust and wipe down surfaces.
   - [ ] Empty and sanitize trash bins.
   - [ ] Vacuum and/or mop floors.
   - [ ] Sanitize frequently-touched surfaces.

2. Hallways:
   - [ ] Vacuum and/or mop floors.
   - [ ] Wipe down handrails.
   - [ ] Remove visible trash.

3. Elevators:
   - [ ] Wipe down elevator buttons and panels.
   - [ ] Vacuum and/or mop floors.

4. Restrooms:
   - [ ] Clean and sanitize sinks, faucets, and countertops.
   - [ ] Clean and sanitize toilets.
   - [ ] Refill soap dispensers, hand sanitizers, and paper towel dispensers.
   - [ ] Empty and sanitize trash bins.
   - [ ] Mop floors and clean mirrors.

5. Staircases:
   - [ ] Sweep and mop stairs.
   - [ ] Wipe down handrails.

Patient Rooms:

1. Surface Cleaning:
   - [ ] Wipe down all surfaces.
   - [ ] Clean and sanitize medical equipment.
   - [ ] Dust light fixtures and ceiling fans.
   - [ ] Clean windowsills and blinds.

2. Bed Linens:
   - [ ] Change bed linens and pillowcases.
[ ] Disinfect bed rails and call buttons.
[ ] Vacuum and/or mop the floor.

3. Trash Disposal:
[ ] Empty and sanitize trash bins.
[ ] Dispose of medical waste properly.

4. Bathroom:
[ ] Clean and sanitize sinks, faucets, and countertops.
[ ] Clean and sanitize shower/tub and toilet.
[ ] Refill soap and paper towel dispensers.
[ ] Mop floors.

Operating Rooms and Treatment Areas:

1. Disinfection:
[ ] Clean and sanitize all surfaces.
[ ] Use appropriate disinfectants.

2. Waste Handling:
[ ] Dispose of biohazardous waste.
[ ] Empty and sanitize trash bins.

Staff Areas:

1. Break Rooms:
[ ] Wipe down tables, chairs, and appliances.
[ ] Clean microwave and refrigerator.
[ ] Empty and sanitize trash bins.

2. Administrative Areas:
[ ] Dust and wipe down desks, equipment, and phones.
[ ] Empty and sanitize trash bins.
[ ] Vacuum and/or mop floors.

Public Areas:

1. Cafeteria:
[ ] Clean and sanitize tables, chairs, and food service areas.
[ ] Empty and sanitize trash bins.
[ ] Sweep and mop floors.

This Hospital Housekeeping Checklist Template was created by Connecteam - the easiest way to manage your employees in one place.
2. Gift Shop/Pharmacy:

[ ] Dust and wipe down shelves and displays.
[ ] Vacuum and/or mop floors.