

CLEANING CHECKLIST

Daily Tasks

- Consolidate trash, break down boxes and take out
- Wipe down testing instruments, including remotes and pupilometers
- Cover testing instruments at end of day

MONDAY	TUESDAY	WEDNESDAY
<ul style="list-style-type: none"> - Clean all frames – lenses and temple pieces - Fill in holes and rework frame boards monthly <ul style="list-style-type: none"> - Vacuum - Counters - Lobby chairs - Get rid of old magazines 	<p>Clean Examination Rooms:</p> <ul style="list-style-type: none"> - Organize countertops <ul style="list-style-type: none"> - Wipe down mirrors/countertops - Wipe down slit lamp knob and table - Wipe down occlude, acuity cards - Clean sink if applicable <ul style="list-style-type: none"> - Clorox chairs 	<ul style="list-style-type: none"> - Organize front desk, clear clutter - Update passwords and office calendar - Wipe down counters, phones keyboards, calculators, credit machines, computers, printers, etc. - File paperwork/charts
THURSDAY	FRIDAY	SATURDAY
<ul style="list-style-type: none"> - Restock paper in printers - Review office inventory and requested items list <ul style="list-style-type: none"> - Clean Bathroom: Counters, sinks, doorknobs and handles, refill supply rack, mop, toilet - Dust all shelves in lobby and contact lens areas 	<ul style="list-style-type: none"> - Clean breakroom: dishes, trash, etc. - Clean out refrigerator: - Throw out food older than a week <ul style="list-style-type: none"> - Wipe down shelves - Organize supply rack - Windex all mirrors and framework in lobby/halls/rooms - Reorder any additional trials needed for stock 	<ul style="list-style-type: none"> - Sweep and Mop Lobby <ul style="list-style-type: none"> - Dust and Pledge - File all paperwork - Call patients with orders that have been pending pick up past 1 week