Medical practice cleaning

Sample site-specific cleaning specification

Fictional premises and quantities. A sample specification, not a quotation or an agreed contract scope. Review each line item against the actual premises before use.

1. Premises and quantities

Outpatient practice G · 300 m² · 4 consultation/treatment rooms. Sample covers approved routine-cleaning surfaces; it is not a universal hygiene plan or an agreement to provide disinfection.

Reception/waiting 100 m² · consultation/treatment rooms 120 m² · washrooms 30 m² · corridor 30 m² · staff/kitchenette 20 m² = 300 m²

2. Item structure and scheduling

Group 1.0 identifies an area; 1.1 is its first individual item. Each item states the surface, task, method and frequency/stage. Quantities define premises scope, not universal time or price allowances.

5×/week: Monday-Friday; 3×/week: Monday/Wednesday/Friday; 2×/week: Tuesday/Thursday; 1×/week: Friday. Monthly work: last regular Friday; quarterly work: last regular Friday in March/June/September/December. Only frequencies actually used in this specification apply. Agree replacement dates within the relevant period.

3. Requirements before commissioning

Confirm room/component schedule, measurements, materials, existing damage, agreed items, access, service times and contact. Agree water/power, storage, supplies and waste/wastewater routes. Special items not agreed do not automatically form part of the job.

SAMPLE

1.0 Reception and waiting areas

100 m² LVT · 1 reception · 20 waiting seats; general routine surfaces approved by practice

Item	Cleaning item	Task / method / scope	Frequency / stage
1.1	**Floor area**	Dust-bind loose debris; wet-mop approved LVT and recover solution. Set the process under the practice cleaning/hygiene plan.	5× / week
1.2	**Reception ledges**	Damp-clean cleared, approved counter surfaces. Leave patient records, prescriptions, IT and personal belongings untouched.	5× / week
1.3	**Waiting chairs**	Clean approved hard seats, backs and armrests with compatible methods. Vacuum textile upholstery only under separate method approval.	5× / week
1.4	**Touchpoints**	Clean specified handles and switches under the approved surface schedule. Ordinary damp-wiping does not replace risk-related disinfection.	5× / week
1.5	**Waste**	Transfer only specified ordinary non-hazardous waste into designated containers. Do not open patient-record or secure units.	5× / week
1.6	**Clear sills**	Clean cleared internal sills up to 1.80 m with compatible methods. Leave patient items in place.	1× / week

2.0 Consultation and treatment rooms

4 rooms · 120 m² LVT in total; practice risk classification required

Item	Cleaning item	Task / method / scope	Frequency / stage
2.1	**Approved floors**	Clean clear flooring under the room and hygiene plan. Where cleaning with disinfection is required, use separately agreed item 7.1 only.	5× / week
2.2	**Non-medical shelves**	Damp-clean approved, cleared furniture surfaces up to 1.80 m. Do not clean instrument shelves or surfaces near patients without express hygiene approval.	5× / week
2.3	**Door and cupboard handles**	Clean specified handles under the approved surface schedule and material guidance. Agree item 7.1 where disinfection is required.	5× / week
2.4	**Ordinary waste bins**	Empty approved general waste bins only, close liners and clean exteriors. Sharps and infectious waste are excluded.	5× / week

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2.0 Consultation and treatment rooms

4 rooms · 120 m² LVT in total; practice risk classification required

Item	Cleaning item	Task / method / scope	Frequency / stage
2.5	**Clear fixtures**	Spot-clean finger marks from approved non-medical fronts. Medical equipment and device reprocessing are excluded.	5× / week
2.6	**Access restrictions**	Stop and inform the responsible practice contact where rooms are not released, unknown contamination is visible or instruments remain on work surfaces.	5× / week

3.0 Patient and staff washrooms

30 m² porcelain tiles · 2 toilets, 2 washbasins; no urinals

Item	Cleaning item	Task / method / scope	Frequency / stage
3.1	**Toilet bowls and seats**	Clean bowl interiors including accessible rims, bowl exteriors, seats and lids. Keep internal and external cleaning operations hygienically separate.	5× / week
3.2	**Washbasins**	Clean bowls, overflow openings, accessible drain areas and adjacent ledges. Remove soap and water-soluble residues and remove cleaning product residues.	5× / week
3.3	**Taps**	Clean taps and operating parts gently, remove product residues and finish. Check compatibility with chrome and other coatings.	5× / week
3.4	**Mirrors**	Clean and finish the entire mirror with a suitable method. Remove avoidable splashes, finger marks and streaks.	5× / week
3.5	**Touchpoints**	Damp-clean handles, latches, push plates and dispenser controls. Use cloths separate from toilet and urinal cleaning.	5× / week
3.6	**Partitions and doors**	Spot-clean accessible finger marks and splashes on partitions and doors. Full surface cleaning is additional under item 6.3.	5× / week
3.7	**Splash-zone tiles**	Damp-clean visible soap and splash residues on accessible tiles around basins and sanitary fixtures. Full wall deep cleaning is excluded.	5× / week
3.8	**Floor surfaces**	Remove loose debris; wet-mop with separate washroom textiles and recover soiled solution. Include accessible edges and areas behind toilet bowls.	5× / week

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3.0 Patient and staff washrooms

30 m² porcelain tiles · 2 toilets, 2 washbasins; no urinals

Item	Cleaning item	Task / method / scope	Frequency / stage
3.9	**Hygiene and general waste**	Empty specified bins or replace sealed liners; clean exteriors. Exchange of sealed third-party service units is excluded.	5× / week
3.10	**Consumables**	Check and replenish soap, hand towels and toilet paper from stock supplied on site. Report shortages; procurement is separately agreed.	5× / week
3.11	**Toilet brushes and holders**	Clean holders and external supports. Treat brushes under the agreed hygiene routine; report damaged or worn equipment.	5× / week

4.0 Practice corridor

30 m² LVT · no bench; waste bins in specified rooms only

Item	Cleaning item	Task / method / scope	Frequency / stage
4.1	**Floor surfaces**	Remove loose dirt with a dust-binding method; wet-mop LVT and recover soiled solution. Match product and moisture level to the floor.	5× / week
4.2	**Touchpoints**	Damp-clean accessible handles and control panels on through-doors. Do not spray electrical components directly.	5× / week
4.3	**Internal door glazing**	Spot-clean finger marks on both accessible sides and finish. Full glass cleaning requires a separate agreement.	3× / week
4.4	**Door surfaces**	Spot-clean finger marks from accessible door leaves. Report defects in doors or closers; functional testing and maintenance are excluded.	1× / week

5.0 Staff room and kitchenette

20 m² porcelain tiles · no medical device reprocessing

Item	Cleaning item	Task / method / scope	Frequency / stage
5.1	**Floor**	Remove loose debris and wet-mop the floor with separate kitchenette/staff-area textiles; allow safe drying.	5× / week
5.2	**Worktop**	Clean cleared worktop and splashback with compatible methods; remove product residues as directed.	5× / week

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5.0 Staff room and kitchenette

20 m² porcelain tiles · no medical device reprocessing

Item	Cleaning item	Task / method / scope	Frequency / stage
5.3	**Sink and tap**	Clean sink and tap, remove product residues and finish. No instrument or medical-device services.	5× / week
5.4	**Cupboard and appliance fronts**	Damp-clean approved exteriors. Cupboard/appliance interiors, food and dishes are excluded.	2× / week
5.5	**Waste**	Empty agreed ordinary waste and clean bin exteriors; maintain supplied sorting arrangements.	5× / week

6.0 Periodic supplementary work

Groups 1-5 · room risk and hygiene plan take priority over sample intervals

Item	Cleaning item	Task / method / scope	Frequency / stage
6.1	**Skirting and edges**	Damp-clean approved accessible skirting and floor edges. Do not move fixtures beyond agreed limits.	1× / month
6.2	**Door leaves and frames**	Clean approved accessible door and frame surfaces throughout with compatible methods. Follow each room's hygiene requirements.	1× / month
6.3	**Washroom partitions**	Group 3: clean accessible partitions and doors throughout with separate washroom cloths.	1× / month
6.4	**Radiator exteriors**	Dust six approved exteriors and accessible grilles. Dismantling and technical maintenance are excluded.	1× / month
6.5	**Bin interiors**	Clean and dry approved ordinary bin interiors. Do not treat hazardous or medical waste containers.	1× / month
6.6	**Limescale deposits**	Groups 3 and 5: remove soluble limescale from approved fixtures with compatible methods. Check coatings and joints first.	1× / week

7.0 Separately specified hygiene services

Not activated in this routine sample; assessment and express agreement required

Item	Cleaning item	Task / method / scope	Frequency / stage
7.1	**Cleaning with surface disinfection**	For specified surfaces under the practice hygiene plan only: define product, dilution, method, required contact time, frequency and responsibility before activation.	separate agreement only

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7.0 Separately specified hygiene services

Not activated in this routine sample; assessment and express agreement required

Item	Cleaning item	Task / method / scope	Frequency / stage
7.2	**Surfaces near patients**	Do not automatically include couches or comparable surfaces near patients. Separately agree who handles between-use measures, material approval and records.	separate agreement only
7.3	**Contamination incident**	Report unknown or infectious contamination and secure the area. Undertake special measures only after risk assessment, briefing and separate method approval.	separate agreement only

Execution principles and scope limits

Materials and methods: Check flooring, coatings, manufacturer guidance and pre-existing damage first. Select compatible products and mechanical action; assess uncertain surfaces on an approved trial area.

Access and safety: Release work areas, agree suitable access and equipment, mark wet floors and maintain escape routes. Record key control, alarm arrangements and restricted times in the premises plan.

Limitations: Cleaning does not repair scratches, chemical damage, material defects or permanent discolouration. Record inaccessible surfaces and agree additional work separately.

Before use: the practice must define surface risks, hygiene plan, responsibilities and required disinfection. Medical devices, instruments, invasive areas and special contamination are outside routine scope. Sample frequencies must never replace required hygiene measures.

Specify separate equipment for toilets, other washroom surfaces and general practice areas. Medical waste and sharps remain with the designated responsible service; routine cleaners do not open or decant them.

Quality checks and completion record

Inspect routine surfaces visually and by item; this does not replace microbiological monitoring or hygiene validation. Record approvals, access restrictions and activated special hygiene items. Practice management determines the hygiene plan and necessary checks.

Adapting to actual premises

Do not confirm obstructed tasks as completed without verification. Agree changes by version and item number; separately define extra work, repeats and supplies. Derive work planning and any quotation from the agreed item list. Prices, term and other contract conditions are agreed separately.

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