

PROFESSIONAL EDITION · 2026 · AS 5369:2023 ALIGNED

# Medical Centre Cleaning Checklist

70+ specific tasks aligned with AS 5369:2023, NSQHS Standard 3, and TGA hospital-grade disinfectant requirements. For Perth GP clinics, specialist suites, dental practices, allied health rooms, and day surgery preparation. Audit-ready format.

<b>DAILY · 28 tasks</b>	<b>90-120 min</b>	Clinical · public · utilities · biohazard
<b>WEEKLY · 18 tasks</b>	<b>+45-75 min</b>	Deep clinical · soft furnishings
<b>MONTHLY · 14 tasks</b>	<b>+90-120 min</b>	Air quality · high-dust · fixtures
<b>QUARTERLY · 10 tasks</b>	<b>4-6 hours</b>	Terminal · restoration · audit

## DAILY CLEANING · 28 TASKS 90-120 min for typical 200m<sup>2</sup> clinic

Risk-based zoned cleaning aligned with AS 5369:2023 and NSQHS Standard 3. Colour-coded microfibre system (yellow=clinical, blue=public, red=utilities, green=back-of-house).

### Clinical Zones — Treatment & Consultation Rooms · 7 tasks (yellow microfibre)

- Examination tables / treatment beds — clean + TGA hospital-grade disinfect, paper liner replaced 4 min/room
- Patient seating in clinical rooms — disinfection of arms, headrest, all touch points 2 min/chair
- Doctor desk and clinical workstation — full disinfection of touch surfaces 3 min
- Computer keyboards, mice, monitor edges — electronics-safe disinfectant wipes 2 min
- Wash basin and tap fixtures — clean, descale, disinfect 3 min
- Treatment trolleys and instrument carts — full disinfection (between patients + EOD) 3 min
- Floor — clinical zone — two-bucket method, hospital-grade disinfectant 6 min/room

### Public Zones — Reception & Waiting · 6 tasks (blue microfibre)

- Reception counter and patient interface zones — full disinfection of touch points 4 min
- Waiting room seating — arms and high-touch zones (between patient flows) 5 min
- Children play area (if present) — toys disinfected with non-toxic appropriate product 8 min
- Magazine and brochure surfaces — display areas wiped, disposables checked 3 min
- Door handles, light switches, lift buttons — disinfection of all touch points 5 min
- Reception floor — vacuum or mop with appropriate detergent 8 min

### Utilities — Bathrooms & Biohazard · 6 tasks (red microfibre)

- Patient toilet bowl, seat, hinge — full disinfection with hospital-grade product 4 min/toilet



- Patient basins, taps, drain — descale, disinfect, contact time observed 3 min/basin
- Bathroom fixtures, mirrors, partitions — disinfection plus polish 4 min
- Sanitary disposal & sharps containers — exterior disinfection, fill level check 3 min
- Bathroom floor — two-bucket mop, red microfibre, hospital-grade disinfectant 5 min
- Sluice room or biohazard waste area — surface disinfection, waste flow check 5 min

**Back-of-House & Staff · 5 tasks (green/blue microfibre)**

- Staff kitchen surfaces — bench, sink, microwave exterior 4 min
- Staff bathroom — full disinfection (same protocol as patient bathrooms) 8 min
- Admin desks (non-clinical) — surface clean, less intensive than clinical 5 min
- Storage areas — surface dust — quick pass 4 min
- Staff room and break area floor — vacuum/mop 6 min

**Biohazard Ready-State & End-of-Shift · 4 tasks**

- Biohazard spill kit check — verify present, intact, in date 2 min
- Bin liners replaced — clinical waste vs general waste segregated 5 min
- Equipment service — microfibre cloths laundered/discarded, mop heads replaced 6 min
- Daily cleaning log signed and filed — accreditation audit trail 3 min



## WEEKLY CLEANING · 18 TASKS

+45-75 min on top of daily

*Deeper attention to clinical zones, soft furnishings, and equipment surrounds. Skipping weekly tasks in medical premises produces accreditation risk within 3-6 months.*

### Clinical Zone Deep Maintenance · 5 tasks

- Treatment bed full disinfection — all surfaces, supports, mechanisms 8 min/bed
- Cabinetry and drawer fronts in clinical rooms — full clean and disinfect 12 min
- Wall splashbacks and tile zones — especially around basins and treatment areas 10 min
- Equipment trolley wheels, joints, framework — beyond surface daily clean 6 min
- Privacy curtains — visual check, replacement schedule confirmed (laundered 2-3 monthly) 3 min

### Public Zone Weekly · 4 tasks

- Waiting room chairs full underclean — undersides, junctions, framework 12 min
- Reception cabinetry and storage — full clean of patient-facing surfaces 10 min
- Glass partitions and screens — both sides streak-free 12 min
- Notice boards, signage, statutory displays — frame clean, content check 6 min

### Bathroom Weekly Deep · 3 tasks

- Tile walls and grout in patient bathrooms — discolouration spot-treatment 12 min
- Behind toilets, under sinks — areas missed in daily routine 8 min
- Extractor fan grilles — accumulated grease and dust removed 6 min

### Floors & Surfaces · 3 tasks

- Full vinyl/linoleum scrub — beyond daily mop, deeper clean cycle 25 min
- Carpet vacuum (admin/back-of-house) — including under furniture 18 min
- Skirting boards in all zones — visible accumulated dust and marks 15 min

### Back-of-House & Support · 3 tasks

- Staff kitchen deep clean — fridge interior, microwave thorough 15 min
- Storage area organisation — clean and tidy clinical storage 12 min
- Cleaning equipment audit — mop heads, cloth supply, chemicals stocked 10 min



## MONTHLY CLEANING · 14 TASKS

+90–120 min monthly

*Air quality, high-dust zones, and detail work that build up over weeks. Most accreditation findings against medical cleaning relate to monthly task gaps.*

### Air Quality & Ventilation · 3 tasks

- HVAC vent grilles in clinical zones — remove, vacuum, wipe, replace 8 min/vent
- Bathroom and clinical extractor fans — accumulated dust and grease 6 min/fan
- Air filter inspection (where accessible) — note for replacement schedule 5 min

### High-Dusting & Detail · 3 tasks

- Cornices, ceiling edges, light fixtures — extension pole microfibre 18 min
- Top of cabinets and high shelves — accumulated dust 12 min
- Door tracks and frames in clinical zones — detail clean often missed 10 min

### Fixtures & Detail · 3 tasks

- Door hardware throughout clinic — handles, push plates, kick plates 25 min
- Light switches and access control panels — full disinfection 12 min
- Wall marks and scuffs — spot-treat, paint touch-up flagged for clinic mgmt 15 min

### Soft Furnishings & Equipment · 3 tasks

- Waiting room couches/chairs detailed clean — vacuum, spot-clean, deodorise 15 min
- Privacy curtain replacement check — schedule rotation per protocol 10 min
- Soft furnishing audit — note any worn or contaminated items 10 min

### Operational Maintenance · 2 tasks

- Bin and biohazard bin interior wash — all containers stripped, cleaned 15 min
- Chemical inventory and SDS file audit — current MSDS for every chemical 12 min



## QUARTERLY TERMINAL CLEAN · 10 TASKS

4–6 hours per quarter

*Terminal cleaning, comprehensive restoration, and accreditation documentation. Distinguishes practices that pass audits from practices that fail them.*

### Terminal & Deep Restoration · 4 tasks

- |   |         |
|---|---------|
| <input type="checkbox"/> Hard floor strip and reseal in clinical zones — full restoration       | 120 min |
| <input type="checkbox"/> Carpet hot water extraction (admin areas) — commercial extractor       | 60 min  |
| <input type="checkbox"/> Privacy curtain laundering or replacement — full rotation per protocol | 30 min  |
| <input type="checkbox"/> Window cleaning (internal) — full restoration                          | 60 min  |

### Comprehensive Surface Restoration · 3 tasks

- |   |        |
|---|--------|
| <input type="checkbox"/> Wall mark removal and touch-up identification — full audit and treatment | 30 min |
| <input type="checkbox"/> Furniture detail clean — under, behind, between — full clinic            | 90 min |
| <input type="checkbox"/> Door and frame full restoration — including tracks and seals             | 30 min |

### Documentation & Compliance Audit · 3 tasks

- |   |        |
|---|--------|
| <input type="checkbox"/> Quarterly inspection report — written, photographed, delivered to practice mgr | 45 min |
| <input type="checkbox"/> Cleaning log review and filing — quarterly audit of daily logs                 | 20 min |
| <input type="checkbox"/> Forward-quarter recommendations and protocol review — proactive maintenance    | 20 min |

NEXT STEPS

# Use This Checklist Effectively

## Three ways Perth property managers use this checklist:

### 1. Accreditation preparation

Use this checklist as documented evidence of cleaning protocols aligned with AS 5369:2023 and NSQHS Standard 3 (Action 3.13a / 3.17a). Most accreditation findings relate to documentation gaps — this checklist addresses that directly. Match your daily logs to the tasks listed for audit-ready records.

### 2. Cleaning contractor scope

Engage cleaning contractors against this specific checklist. Contractors quoting against a documented scope quote consistently. Eliminates "we do everything needed" ambiguity that causes most service disputes. Print the tasks list and use it as Annex A to your service agreement.

### 3. Internal staff cleaning protocols

For practices with in-house cleaning staff, this checklist provides the operational framework. Daily logs become straightforward — staff sign off the relevant section, practice manager files for compliance audit trail. Build the checklist into staff induction and training.

#### Medical premises cleaning that survives an audit.

AS 5369:2023 protocols · TGA-listed hospital-grade disinfectants · Colour-coded microfibre · Documented logs for accreditation · Free site walk-through · IICRC-Trained · ISO compliant

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Scan to revisit  
this checklist online

*This medical centre cleaning checklist aligns with AS 5369:2023 and NSQHS Standard 3 (Actions 3.13a / 3.17a). Specific high-acuity environments (day surgery, theatre, sterile reprocessing departments) require additional protocols beyond the scope of this document. Always verify your specific accreditation requirements with your accrediting body.*