

Name _____ Date _____

Time In: _____ Time Out: _____

Cleaning Duties

Daily- Check

Weekly- Check

| | | | |
|--|--|--|--|
| | Empty all trash cans more than ½ full trash | | Trash to curb early on Tuesday |
| | Sweep lobby | | Clean all windows |
| | Sweep hall | | Clean bathroom toilet and sink |
| | Sweep bathroom | | Straighten storage room |
| | Sweep lab | | Mop all floors |
| | Sweep storage room | | Dust lobby area |
| | Sweep exam room | | |
| | Vacuum office | | |
| | Vacuum administrative office | | |
| | Vacuum telemedicine room | | |
| | Vacuum exam room | | |
| | Sweep outside entrance | | |
| | Pick up trash in parking lot | | |
| | Mobile unit | | |
| | File charts | | Clean windows |
| | Sweep mobile unit | | Mop floors of mobile unit |
| | Wipe all surface areas down with 1-10 bleach solution | | Clean bathroom toilet and sink and as needed |
| | Shake and sweep rugs | | Refill ear speculums |
| | Dispose of trash | | Wash outside of mobile unit <i>(every 2 weeks or as needed)</i> |

Office Duties

| | | | |
|--|--|--|-----------------------|
| | Answer phone | | Compile supplies list |
| | Fax info | | |
| | Take messages off / give to appropriate person | | |
| | File | | |
| | Type letters as needed | | |
| | Copy | | |
| | Pull charts from bus | | |

Referrals * *please list names*

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Other Duties Designated:

Reviewed by: _____