



BOMA Sample Cleaning Specifications for Medical Buildings

CLEANING PRODUCTS and BEST PRACTICES

Proper cleaning products and best practice procedures are necessary for the safety of both the occupants and the cleaning staff in a medical building.

The following pages contain general sample specifications created by the BOMA Medical Buildings Committee. They have been designed to be as generic as possible and cover the typical areas found in most medical buildings. These specs will most certainly require some modification to properly reflect the needs of your particular facility.

Hard Floor Care:

- Use launderable wet mop heads to be replaced at least once each shift.
- Use quick release mop handles for easy mop head changes.
- Use launderable or disposable dust mop system.
- Use neutral floor cleaner with quaternary disinfectant.
- Change mop water after every 3 rooms to insure the efficacy of the disinfectant.

Carpet Care:

- Use sanitizing pre-spray/shampoo for carpets & fabric furniture in key areas.
- Have a reporting system for carpet & fabric spills to facilitate prompt removal.

General Cleaning:

- Use dusters with cover sleeves and replace at least once per shift.
- Use a general-purpose spray cleaner with quaternary disinfectant.
- Use a quaternary disinfectant with Hepatitis B claim for critical areas.

Staff Training:

- Utilize multi-lingual training resources to insure staff comprehension.

Lobbies, Waiting Areas, Discharge Areas & Corridors (Public Areas)

	Empty any waste/recycle receptacles, spot wipe and replace liners as needed.	Daily
	Brush/vacuum any fabric furniture.	Daily
	Damp wipe any vinyl furniture with disinfecting cleaner.	Daily
	Damp wipe any "touch points" such as doorknobs, hand rails, chair arms, telephones, etc. using disinfecting cleaner.	Daily
	Damp wipe any children's furniture using disinfecting cleaner.	Daily
	Dust and spot wipe other furniture such as tables, cabinets, etc.	Daily
	Damp wipe drinking fountains using disinfecting cleaner. Remove water scale as needed. Polish if appropriate.	Daily
	Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
	Dust and spot wipe any interior glass, frames and sills.	Daily
	Dust mop/sweep/vacuum floors.	Daily
	Damp mop or auto-scrub any hard surface floors.	Daily
	Vacuum any walk-off mats.	Daily
	Spot extract any spills and stains from fabric furniture or carpets.	Daily
	Dust all high and low horizontal surfaces within normal reach.	Weekly
	Dust any horizontal blinds.	Weekly
	Vacuum/detail edges and corners.	Weekly
	Buff hard surface floor if appropriate.	Weekly
	Winter Months: Pre-spray and extract traffic lanes/matting.	Weekly
	Summer Months: Pre-spray and extract traffic lanes/matting.	Monthly
	Pre-spray and extract any fabric furniture using sanitizing cleaner.	Monthly
	Squeegee any interior glass, wipe frames and sills.	Monthly
	Dust ceiling diffusers and return air vents.	Monthly
	Pre-spray and extract carpets entirely.	Quarterly
	Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly
	Strip and re-finish floor if appropriate.	Annually

Area	Task	Frequency
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Elevators

Damp wipe any "touch points" such as handrails and call buttons using disinfecting cleaner.	Daily
Spot wipe all interior walls, doors and stainless using disinfecting cleaner.	Daily
Polish stainless by applying polish onto cloth without over-spraying.	Daily
Vacuum/dust mop/sweep floors including edges and corners.	Daily
Spot wipe and spot vacuum elevator tracks.	Daily
Spot extract any spills and stains from carpets.	Daily
Wet scrub elevator tracks, vacuum and wipe dry.	Weekly
Dust and spot wipe ceilings.	Weekly
Winter Months: Pre-spray and extract carpets.	Weekly
Summer Months: Pre-spray and extract carpets.	Monthly

Stairs

Police removing any debris or litter.	Daily
Spot mop any spills or trackage.	Daily
If carpeted, vacuum below 3rd floor.	Daily
Dust ledges, accessible pipes & light fixtures.	Weekly
Spot wipe walls and doors removing smudges and spills.	Weekly
Damp wipe handrails and doorknobs using disinfecting cleaner.	Weekly
Sweep/dust mop/vacuum all steps and landings.	Weekly
Winter Months: Damp mop below 3rd floor.	Weekly
Winter Months: Pre-spray and extract any carpeted stairs below 3rd floor.	Weekly
Damp mop all steps and landings.	Monthly
Pre-spray and extract any carpeted stairs.	Quarterly

Pharmacy

All tasks must be performed while a Pharmacist is present.

Empty any waste/recycle receptacles and replace liners as needed.	Daily
Dust and spot wipe accessible areas of any desktops.	Daily
Damp wipe any counter tops, sinks and faucets using disinfecting cleaner.	Daily
Brush/vacuum any chairs in need.	Daily

Area	Task	Frequency
	Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
	Spot wipe vertical surfaces of cabinets including doors.	Daily
	Spot wipe any interior glass, frames and sills.	Daily
	Refill any designated dispensers as needed.	Daily
	Dust mop/sweep/vacuum floors.	Daily
	Damp mop any hard surface floors.	Daily
	Dust all high and low horizontal surfaces within normal reach.	Weekly
	Dust and spot wipe accessible areas of shelving.	Weekly
	Spot extract REPORTED carpet stains and spills.	Weekly
	Spot wipe waste/recycle receptacles in need using disinfecting cleaner.	Monthly
	Vacuum/detail edges and corners.	Monthly
	Buff hard surface floor if appropriate.	Monthly
	Dust ceiling diffusers and return air vents.	Quarterly
	Strip and re-finish floor if appropriate.	Annually
	Pre-spray and extract any carpets.	Annually

Restrooms

All cleaning, except mirrors, must be performed using disinfecting products. To avoid cross contamination use the clean to dirty method: do the cleanest area first (sinks) and work toward the most contaminated area (toilets).

Prepare to safely clean restroom using protective gloves and eyewear.	Daily
Carefully squirt approved bowl cleaner into toilets and urinals without touching.	Daily
Dust any horizontal surfaces such as partition tops, dispenser tops, etc.	Daily
Fill all dispensers in need. Wipe dispensers and polish if appropriate.	Daily
Spray and wipe sinks, faucets and vanity.	Daily
Spray and wipe mirror removing any splatter and film.	Daily
Spot wipe all vertical surfaces including walls, doors and partitions.	Daily
Damp wipe all "touch points" including: doorknobs, push plates, flush handles, dispenser levers, etc.	Daily
Swab the inside of toilets and urinals using care not to splatter or drip.	Daily
Spray and wipe all exterior surfaces of toilets and urinals including: porcelain, seats, plumbing pipes and flush valves/handles using paper towels.	Daily

Area	Task	Frequency
	Empty all waste receptacles including sanitary boxes and replace liners. Spot wipe inside and out. Polish if appropriate.	Daily
	Sweep/dust mop hard surface floor.	Daily
	Damp mop hard surface floor.	Daily
	Make notation of any repairs needed for maintenance staff.	Daily
	Remove water scale/deposits from sinks, faucets and vanity.	Weekly
	Dust ceiling air intake vents.	Weekly
	Machine scrub hard surface floor.	Monthly
	Full clean partitions and tile walls.	Monthly

General Office Areas

	Empty any waste/recycle receptacles and replace liners as needed.	Daily
	Dust and spot wipe accessible areas of any desktops, credenzas and cabinets.	Daily
	Damp wipe any counters and conference tables removing spills and smudges.	Daily
	Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
	Spot wipe any interior glass, frames and sills.	Daily
	Vacuum carpet and blot spots.	Daily
	Dust mop and spot mop any hard surface floors.	Daily
	Dust and damp wipe phones in need using disinfecting cleaner.	Weekly
	Brush/vacuum any chairs in need.	Weekly
	Dust all high and low horizontal surfaces within normal reach.	Weekly
	Spot extract REPORTED carpet stains and spills.	Weekly
	Vacuum/detail edges and corners.	Monthly
	Spot wipe waste/recycle receptacles in need.	Quarterly
	Dust ceiling diffusers and return air vents.	Quarterly
	Squeegee any interior glass, wipe frames and sills.	Quarterly
	Pre-spray and extract any carpets.	Annually

Nurses' Stations, Recovery Rooms, Labs

All cleaning, except mirrors, must be performed using disinfecting products.

Empty any waste/recycle receptacles and replace liners as needed.	Daily
Dust and spot wipe accessible areas of any desktops and counter tops.	Daily
Spray and wipe sinks and faucets.	Daily
Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
Spot wipe vertical surfaces of cabinets including doors.	Daily
Spot wipe any interior glass, frames and sills.	Daily
Refill any designated dispensers as needed.	Daily
Dust mop/sweep/vacuum floors.	Daily
Damp mop any hard surface floors.	Daily
Brush/vacuum any chairs in need.	Weekly
Dust all high and low horizontal surfaces within normal reach.	Weekly
Dust and spot wipe accessible areas of shelving.	Weekly
Buff hard surface floor if appropriate.	Weekly
Spot extract REPORTED carpet stains and spills.	Weekly
Remove water scale/deposits from any sinks or faucets.	Monthly
Spot wipe waste/recycle receptacles in need using disinfecting cleaner.	Monthly
Vacuum/detail edges and corners.	Monthly
Vacuum ceiling diffusers and return air vents.	Monthly
Pre-spray and extract any carpets using sanitizing carpet care products.	Quarterly
Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly
Strip and re-finish floor if appropriate.	Annually

Break Rooms, Kitchenettes

All cleaning, except mirrors, must be performed using disinfecting products.

Empty any waste/recycle receptacles and replace liners as needed.	Daily
Spray and wipe table tops.	Daily
Brush/spot wipe chairs.	Daily
Spray and wipe sinks, faucets and counter tops.	Daily
Spot wipe walls, switch plates and doors removing smudges and spills.	Daily

Area	Task	Frequency
	Spot wipe vertical surfaces of cabinets, refrigerators, ovens, etc.	Daily
	Spot wipe any interior glass, frames and sills.	Daily
	Refill any designated dispensers as needed.	Daily
	Dust mop/sweep/vacuum floors including edges and corners.	Daily
	Damp mop any hard surface floors.	Daily
	Brush/vacuum any chairs in need.	Weekly
	Dust all high and low horizontal surfaces within normal reach.	Weekly
	Dust and spot wipe accessible areas of shelving.	Weekly
	Buff hard surface floor if appropriate.	Weekly
	Spot extract REPORTED carpet stains and spills.	Weekly
	Remove water scale/deposits from any sinks or faucets.	Monthly
	Spot wipe waste/recycle receptacles in need using disinfecting cleaner.	Monthly
	Vacuum ceiling diffusers and return air vents.	Monthly
	Pre-spray and extract any carpets.	Quarterly
	Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly
	Strip and re-finish floor if appropriate.	Annually

X-Ray Rooms

All cleaning, except mirrors, must be performed using disinfecting products. For extra dust control, all dusting must be done by damp wiping or vacuuming.

	Empty any waste/recycle receptacles, spot wipe and replace liners.	Daily
	Damp wipe all horizontal surfaces within normal reach, except equipment.	Daily
	Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
	Spot wipe any interior glass, frames and sills.	Daily
	Refill any designated dispensers as needed.	Daily
	Dust mop/sweep/vacuum floors.	Daily
	Damp mop any hard surface floors.	Daily
	Buff hard surface floor if appropriate.	Weekly
	Damp wipe all walls, view box and exterior of cabinets.	Monthly
	Vacuum ceiling diffusers and return air vents.	Monthly
	Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly

Area	Task	Frequency
	Strip and re-finish floor if appropriate.	Annually

Exam Rooms

All cleaning, except mirrors, must be performed using disinfecting products.

Refill any designated dispensers as needed.	Daily
Empty any waste receptacles, spot wipe and replace liners in need.	Daily
Damp wipe all horizontal surfaces within normal reach, except equipment.	Daily
Spray and wipe sinks and faucets.	Daily
Spray and wipe mirror removing any splatter and film.	Daily
Damp wipe any "touch points" such as doorknobs, hand rails, chair arms, telephones, etc.	Daily
Spot wipe sides of exam tables and brush/wipe foot rests.	Daily
Spot wipe all vertical surfaces such as walls, switch plates and doors.	Daily
Dust mop/sweep/vacuum floors.	Daily
Damp mop any hard surface floors. (Change mop water after every 3 rooms)	Daily
Spot extract REPORTED carpet stains and spills.	Daily
Vac/detail edges and corners.	Weekly
Buff hard surface floor if appropriate.	Weekly
Dust ceiling diffusers and return air vents.	Monthly
Pre-spray and extract any carpets using sanitizing carpet care product.	Monthly
Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly
Have exam tables and other furniture removed safely for complete floor care.	Annually
Strip and re-finish floor if appropriate.	Annually

Procedure and Surgery Rooms

All cleaning, except mirrors, must be performed using disinfecting products.

Refill any designated dispensers as needed.	Daily
Empty waste receptacles, damp wipe and replace liners.	Daily
Damp wipe all surfaces within normal reach with special emphasis on the "touch points" such as: hand rails, levers, knobs, telephones, etc.	Daily
Damp wipe designated furniture such as tray tables, exam table, lamps, etc.	Daily
Spray and wipe sinks and faucets.	Daily
Spray and wipe mirrors removing any splatter and film.	Daily

Area	Task	Frequency
	Full clean interior glass, wipe frames and sills.	Daily
	Spot wipe all vertical surfaces such as walls, switch plates and doors.	Daily
	Thoroughly dust mop floor included detailing of edges and corners.	Daily
	Thoroughly wet mop floor, pick up solution and re-mop. (Change mop water after each room.)	Daily
	Buff hard surface floor, thoroughly dust mop and damp mop after finished.	Weekly
	Vacuum ceiling diffusers and return air vents.	Monthly
	Full wash all walls and doors.	Monthly
	Machine scrub any hard surface floors. Apply additional finish if appropriate.	Quarterly
	Have exam tables and other furniture removed safely for complete floor care.	Annually
	Strip and re-finish floor if appropriate.	Annually

Storage/File Rooms

All cleaning, except mirrors, must be performed using disinfecting products.

	Empty any waste/recycle receptacles and replace liners as needed.	Daily
	Dust and spot wipe accessible areas of medical stock shelves.	Daily
	Spot wipe walls, switch plates and doors removing smudges and spills.	Daily
	Spot wipe vertical surfaces of cabinets including doors.	Daily
	Spot wipe any interior glass, frames and sills.	Daily
	Dust mop/sweep/vacuum floors.	Daily
	Damp mop any hard surface floors.	Daily
	Brush/vacuum any chairs in need.	Weekly
	Dust all high and low horizontal surfaces within normal reach.	Weekly
	Dust and spot wipe accessible areas of shelving.	Weekly
	Spot extract REPORTED carpet stains and spills.	Weekly
	Spot wipe waste/recycle receptacles in need using disinfecting cleaner.	Monthly
	Vacuum/detail edges and corners.	Monthly
	Buff hard surface floor if appropriate.	Monthly
	Vacuum ceiling diffusers and return air vents.	Monthly
	Pre-spray and extract any carpets.	Annually
	Machine scrub any hard surface floors. Apply additional finish if appropriate.	Annually

<u>Area</u>	<u>Task</u>	<u>Frequency</u>
	Strip and re-finish floor if appropriate.	Annually