# Daily Room Cleaning Checklist for Occupied Patient/Resident Rooms – Step-by-Step Guide

## Contents

## General Guidance

- Establish a standard protocol for cleaning each room type. Modify the cleaning checklist to include specific tasks for each room (e.g., stocking supplies, replacing sharps containers).
  - Clean systematically (clockwise or counterclockwise) to prevent cross-contamination and missed areas.
  - Work from high to low, least-soiled to most-soiled surfaces (e.g., room exterior → patient zone, clean/disinfect toilet last).
  - In multi-bedrooms, clean each patient/resident zone separately and in the same method (e.g., start at foot of bed, move clockwise).



Figure 1: Example systematic room cleaning path. Adapted from: CDC Environmental Cleaning Procedures

- Identify priority room surfaces (e.g., high-touch and reusable medical equipment) for focus of daily cleaning
  - Determine responsibility for who cleans medical equipment in the room (e.g., monitors, barcode scanners, mobile workstations).
  - Follow manufacturer instructions for all cleaning/disinfection products.
- Emphasize the importance of thorough daily cleaning in Contact Precautions or Enhanced Barrier Precaution rooms due to increased surface contamination.
  - Ensure staff can easily identify these rooms, understand any procedure differences, and use the correct PPE before entering.
  - Clean Contact Precautions rooms last, after all rooms of patients/residents not on precautions have been cleaned.
- Audit adherence and effectiveness of cleaning/disinfection protocols and provide feedback to staff and stakeholders.
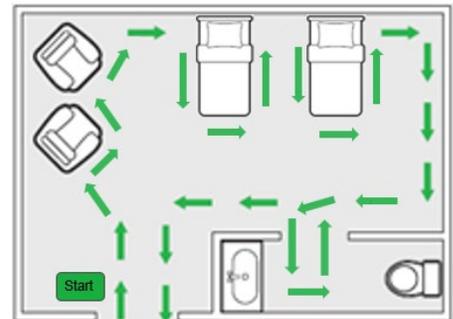
## Cleaning Tips

### Glove Tips

- Change gloves and perform hand hygiene according to Standard Precautions. Opportunities to change gloves include:
  - When damaged or visibly soiled
  - When moving from a dirty task to a clean task
  - When moving from one patient/resident bedspace to another patient/resident bedspace
  - Before exiting a patient/resident room

### Cleaning Cloth Tips

- Wet cleaning cloths with an EPA-registered disinfectant and fold it to maximize use of all clean sides of the cloth
- Include in cleaning processes when to change rags/cleaning cloths. Change cloths frequently, such as when:
  - No longer saturated (unable to achieve wet contact time)
  - Visibly soiled or all surfaces have been used
  - Moving from a dirty to clean surface
  - Between each patient/resident zone or bed
  - After cleaning a sink basin
- Never double-dip or leave a used cleaning cloth in prepared disinfectant solutions

### Cleaning Solution Tips

- Prepare cleaning solutions daily or as needed. Replace with fresh solutions frequently according to facility policies and procedures and disinfectant manufacturer instructions.
- For dispensing systems, test solutions routinely to ensure proper dilution.
- Dispense cleaning solutions in portable containers like squeeze bottles or small buckets.

### Mop Tips

- Dry mopping is preferred for sweeping over brooms.
- Prepare mopping solutions daily or as needed.
  - Replace with fresh solution frequently according to policy and procedure (e.g., when visibly soiled, after every isolation room, every 1-2 hours, and at the end of each cleaning session).
- Never leave soiled mop heads soaking in buckets. Change mop heads/floor cloths as often as needed as required by facility policy and such as:
  - At the beginning of the day, after each room, and after cleaning blood or body fluids
- Clean reusable mops and allow them to dry before reuse

### Dusting Tips

- Do not dust near or over patients/resident and avoid dusting methods that disperse dust (e.g., feather-dusting)[1]. Wet dusting using cloths soaked in disinfectants is preferred.

# Step-by-Step Occupied Room Daily Cleaning Checklist

**Unit/Area:** _____ **Room:** _____ **Date:** _____

**Environmental Services Personnel Name:** _____

**Observer Name:** _____

If resident/patient is on precautions, which type(look for signage)? ☐ Airborne ☐ Contact ☐ Droplet ☐ Enhanced Barrier ☐ Resident/patient not on precautions

Is there a shower present in the room? If Yes, include questions 13.h-k
Is there a bathroom or toilet present in the room? If Yes, include questions 13.l-p

| CLEANING TASK | PERFORMED |
|---|---|
| 1. Perform hand hygiene | ☐ Yes ☐ No ☐ Not observed |
| 2. Put on personal protective equipment (PPE). (Gloves needed at minimum. Add other PPE if the patient/resident is on Transmission-Based Precautions [e.g., Airborne, Contact, Droplet]). | ☐ Yes ☐ No ☐ Not observed |
| 3. Greet the patient/resident according to facility policy | ☐ Yes ☐ No ☐ Not observed |
| 4. Check sharps container and change if necessary | ☐ Yes ☐ No ☐ Not observed |
| 5. Remove trash, soiled linen (if applicable), and replace liners | ☐ Yes ☐ No ☐ Not observed |
| 6. Remove gloves and perform hand hygiene | ☐ Yes ☐ No ☐ Not observed |
| 7. Select the right EPA-registered disinfectant based on the type of precautions the patient/resident is on | ☐ Yes ☐ No ☐ Not observed |
| 8. Perform high and low dusting when there is visible dust (do not dust near or over patients/residents) | ☐ Yes ☐ No ☐ Not observed |
| 9. Obtain a new cleaning cloth soaked with disinfectant[1] | ☐ Yes ☐ No ☐ Not observed |
| 10. Clean and disinfect high-touch surfaces *outside* the patient/resident zone | |
| a. Entry door handle | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| b. Thermostat | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| c. Horizontal surfaces (e.g., countertops) | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| d. Cabinet handles | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| 11. Clean and disinfect high-touch surfaces *inside* the patient/resident zone | |
| a. Light switch | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| b. Chair arm rests | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| c. IV pole grab area | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| d. Vital sign machine | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| e. Bedside table or cart | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| f. Computer horizontal surfaces | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| g. Keyboard, mouse, and mousepad | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| h. Phone | ☐ Yes ☐ No ☐ Not observed ☐ Not present |

| | |
|---|---|
| i. Remote | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| j. Over bed/tray table | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| k. Call button/box | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| l. Bed rails and controls (from head of bed to footboard)[1] | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| **12. Clean and disinfect high-touch surfaces near room sink area** | |
| a. Cabinet handles | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| b. Horizontal surfaces (countertops, edges of sink) | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| c. Faucet handles | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| d. Faucet | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| e. Sink basin and drain[1] | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| **13. Clean and disinfect high-touch surfaces in the bathroom** | |
| a. Mirror | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| b. Light switch | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| c. Door handle (exterior and interior) | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| d. Horizontal surface (countertops, edges of sink) | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| e. Sink faucet handles | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| f. Sink faucet | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| g. Sink basin and drain[1] | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| h. Shower head and hose | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| i. Shower faucet handles | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| j. Shower grab bars | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| k. Shower bench or chair | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| l. Toilet grab bars | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| m. Emergency pull cords | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| n. Toilet flush handle | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| o. Exterior surfaces of toilet (seat, outside of bowl, toilet underside)[1] | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| p. Toilet bowl (scrub with toilet brush) | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| q. Remove gloves, perform hand hygiene, and put on new gloves | ☐ Yes ☐ No ☐ Not observed ☐ Not present |
| **14. Restock supplies (e.g., paper towels, soap, alcohol-based hand rub)** | ☐ Yes ☐ No ☐ Not observed |
| **15. Sweep then mop floor (e.g., dry mop followed by a wet mop)** | |
| a. Start at farthest perimeter of room, work towards room exit | ☐ Yes ☐ No ☐ Not observed |
| b. Mop in a figure-8 pattern with overlapping strokes | ☐ Yes ☐ No ☐ Not observed |
| **16. Remove PPE and perform hand hygiene[2]** | **☐ Yes ☐ No ☐ Not observed** |
| **17. Put on new gloves and clean any equipment (e.g., mop handle) that was used in the room before returning to the Environmental Services cart** | **☐ Yes ☐ No ☐ Not observed** |
| **18. Remove PPE and perform hand hygiene[2]** | **☐ Yes ☐ No ☐ Not observed** |

[1] Opportunity to change cleaning cloths.

[2] Hand hygiene should be performed every time staff go back to the cart.

# References

1. CDC Guidelines for Environmental Infection Control in Health-Care Facilities
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3. CDC Clinical Safety: Hand Hygiene for Healthcare Workers
4. CDC Environmental Cleaning Training
5. CDC How to Read a Disinfectant Label
6. CDC Infection Control Assessment and Response (ICAR) Tool for General Infection Prevention and Control (IPC) Across Settings Module 4: Environmental Services Facilitator Guide
7. Environmental Protection Agency Selected EPA-Registered Disinfectants
8. Nebraska Infection Control Assessment and Promotion Program (ICAP) Environmental Cleaning and Disinfection Videos
9. Minnesota Hospital Association Environmental Services Cleaning Guidebook
10. Project Firstline Explainer Videos for EVS Professionals: Cleaning Occupied & Discharged Patient Rooms (Spanish also available) - Requires providing contact information to access
11. The Joint Commission Environmental Services Checklists
12. VDH Call to Action: Improving Environmental Cleaning to Prevent Multidrug-Resistant Organisms (MDRO) Transmission
13. VDH Environmental Cleaning Responsibilities Chart