



Date: \_\_\_\_\_

### Exam Room Cleaning Checklist

Room # \_\_\_\_\_

**Staff disinfecting exam rooms must wear gloves and surgical mask!**

*Please initial the checklist next to each item for the safety of our staff and patients.*

	Staff Initials Here
<b>For patients that received COVID testing use CAVI WIPES to disinfect room</b> ** Surfaces should remain wet for at least 3 minutes to disinfect**	
Remove table paper by folding carefully from the top of the table to the bottom. DO NOT just tear off paper and wrinkle up – this could cause droplets to spread into the air. Hold paper away from body and place in the trash can.	
Remove pillowcase carefully and place in trash can.	
Wipe chairs, handles of doors, and counter.	
Wipe table from head of table to bottom. Include the sides where patients may have touched. Wipe also the extension of the table.	
Assess all areas for additional contamination and clean where necessary.	
Remove gloves and wash hands for 20 seconds.	
Spray aerosol disinfectant in the room and exit.	
Close door and ensure 'ISOLATION' sign is still on the wall hanger.	
Remove mask and use hand sanitizer to clean hands.	
Turn in this completed form in the tray at the teaming station	
Room ready for use again 30 minutes after cleaning. Remove 'ISOLATION' sign from door after 30 minutes from clinic.	

Time Patient Left Room: \_\_\_\_\_

Time Staff able to Clean Room: \_\_\_\_\_

Time Room Cleaning Complete: \_\_\_\_\_

Time Room will be Available for Use Again (30 minutes after room was cleaned): \_\_\_\_\_ Staff Initials: \_\_\_\_\_