CQC cleaning compliance checklist for dental practices and clinics

For private dental practices, GP surgeries, aesthetic clinics and physiotherapy clinics. SN Clean is not registered with the CQC. The practice or clinic is the registered provider, where registration applies. This form does not replace HTM 01-05, the NHS cleanliness standards, or the practice infection control policy. Clinical waste, sharps and instrument decontamination stay with the clinical team.

Clinical and treatment rooms

The clinical team wipes the chair and touched surfaces between patients. These tasks are the scheduled clean once the room is empty.

☐	DAILY	The dental chair or treatment couch is wiped once the room is empty, including the headrest, arm rests, handles and controls. Wiping between patients stays with the clinical team.
☐	DAILY	High touch points in the room are wiped: door handles, light switches, cupboard handles, drawer fronts, the keyboard, the mouse and the telephone.
☐	DAILY	Clinical worktops are clear of clutter and wiped, including the front edge and any splash marks.
☐	DAILY	The clinical hand wash basin, taps and splashback are clean, with liquid soap and paper towels in place. Bar soap is not used.
☐	DAILY	The floor is mopped under and around the chair with the colour of kit named for that room. General waste is emptied and relined. Clinical waste and sharps are left for the practice.
☐	WEEKLY	Skirtings, window sills, ledges, the chair base and the light housing are wiped. Any split in the upholstery is reported to the practice manager.
☐	PERIODIC	High dusting is done, including the ceiling, the ventilation grille and the tops of wall cupboards. Marks on walls and door frames are removed.

Cleaner signature _____ Date _____

Decontamination rooms

Keep the dirty side and the clean side apart. Do not dismantle machines or move sterile instruments.

☐	DAILY	The dirty zone and the clean zone are kept apart. Clean instruments and boxed stock are not stored on the dirty set down surface.
☐	DAILY	Dirty zone surfaces are wiped after the session and left dry. The washer disinfector, ultrasonic bath and steriliser are not dismantled.
☐	DAILY	The clean zone is wiped with a fresh cloth, working from the clean side toward the dirty side, and that cloth is not carried back.
☐	DAILY	The floor is mopped with kit that will not then be used in a toilet. The hand wash basin, soap and towels are checked.
☐	WEEKLY	Doors, handles, splashbacks, bin lids and pedals are wiped, and the outside of decontamination machines is wiped. Servicing and validation stay with the practice.
☐	PERIODIC	Ventilation grilles and the extract are cleaned so dust does not block the airflow. High shelves and the floor coving are deep cleaned.

Cleaner signature _____ Date _____

Reception, waiting areas and corridors

Patients judge the practice before they reach the chair. These are the surfaces they touch on the way in.

☐	DAILY	The reception desk, card machine, pens and patient check in screen are wiped.
☐	DAILY	Waiting room chairs, arms and tables are wiped.
☐	DAILY	Door handles, push plates, handrails and lift buttons on the patient route are wiped.
☐	DAILY	The entrance floor and the glass patients touch are cleaned.
☐	WEEKLY	Skirtings, ledges, frames and leaflet stands are dusted, waiting seats are vacuumed, and corridor floors are cleaned to the edges and behind open doors.
☐	PERIODIC	High dusting, light fittings and ceiling vents in public areas are cleaned, and the entrance mat is lifted so the floor underneath can be cleaned.

Cleaner signature _____ Date _____

Patient and staff washrooms

Use red kit only in these rooms. A cloth from a washroom does not go into a clinical room.

☐ DAILY	Toilets, seats, flush handles and brush holders are cleaned and disinfected with red kit only.
☐ DAILY	Basins, taps, splashbacks and mirrors are cleaned, soap, towels and tissue are replenished, the floor is mopped, and the general waste bin is emptied.
☐ DAILY	Washroom door handles, locks and light switches are wiped, and that cloth does not go into a clinical room.
☐ WEEKLY	Cubicle partitions, dispensers and the outside of pipes are wiped, and scale around the taps is treated.
☐ PERIODIC	Sanitary ware is descaled where it needs it, and walls, doors and the extract grille are cleaned.

Cleaner signature _____ Date _____

Colour coding and cross contamination control

Follow the NHS national colour code unless the infection control lead has signed a different code and trained the team to it.

☐ DAILY	Red cloths, mops and buckets are used only in toilets, washrooms, showers and on bathroom floors.
☐ DAILY	Blue cloths, mops and buckets are used for general areas, including reception, corridors and the clinical rooms named on the schedule.
☐ DAILY	Green kit is used only in a kitchen or food area. If the practice has no food area, green kit is not kept on site.
☐ DAILY	Yellow kit is used only in an isolation area the practice has marked. It is not the everyday colour for a dental chair or a couch.
☐ WEEKLY	Each colour is stored apart, clean and dry. Cloths are changed when the area changes, and nothing is rinsed in a clinical hand wash basin.
☐ PERIODIC	The colour code on the schedule matches the kit in the cupboard, and the practice has confirmed that the NHS code applies, or has signed a local variation.

Cleaner signature _____ Date _____

Documentation, COSHH and the audit trail

The signed log is what an inspector can read later. Ticks saved in this browser are a working copy for today, not the practice record.

☐ DAILY	The daily log is signed with the date, the rooms cleaned, and any room left because it was in use.
☐ DAILY	Exceptions are written down, including a spill, a missing product or a damaged surface, and passed to the practice manager.
☐ WEEKLY	Weekly tasks are ticked and signed on the log the practice keeps for inspection.
☐ WEEKLY	Products on site match the COSHH list, and nothing has been decanted into an unmarked bottle.
☐ PERIODIC	COSHH assessments and safety data sheets are still current, and the schedule is updated when rooms, hours or products change.
☐ PERIODIC	Training records for the colour code and for chemical use are available, and the DBS status of the cleaning team is confirmed with the practice.

Cleaner signature _____ Date _____

Colour code to write on the schedule

Use the NHS national code unless the infection control lead has signed a local variation. BICSc uses the same red, blue and green. BICSc yellow means clinical areas, which is not the NHS rule.

Red. Toilets, washrooms, showers, basins and bathroom floors. Keep it away from surgeries, treatment rooms and kitchens.

Blue. General areas, including reception, corridors, offices and the clinical rooms named on the schedule. Keep it away from toilets and food areas.

Green. Kitchens, staff tea points and food service. Keep it away from clinical rooms and washrooms.

Yellow. Isolation areas only, on the NHS national code. Keep it away from everyday clinical rooms, unless the infection control lead has signed a different code.

Practice name _____

Manager signature _____

Blank checklist for the cleaning cupboard. The interactive list is on snclean.co.uk.