Dental Office Cleaning Supplies Checklist

ONTARIO · WHAT TO HAVE ON HAND FOR INSPECTION

Clinic: _____ **Checked by:** _____ **Date:** _____

Tick each item you have in stock and in date. **Rule** shows where it comes from: **PHO** = Public Health Ontario IPAC Checklist for Dental Practice (2019) item number. **RCDSO** = RCDSO Standard of Practice, IPAC in the Dental Office (2018). A dash means common practice.

SUPPLY	RULE	✓
SURFACE DISINFECTION (CLINICAL CONTACT SURFACES)		
Hospital-grade low-level disinfectant with a Health Canada DIN and its contact time noted	RCDSO p.27	☐
Disposable cloths, or disinfectant wipes (hospital-grade active ingredient; throw out wipes that dry)	RCDSO p.28	☐
Pour or flip-cap bottles to wet the cloth (no trigger sprays or aerosols)	RCDSO p.28	☐
Barriers: plastic wrap, bags, sleeves, tubing or plastic-backed paper	PHO 3.3	☐
Paper headrest covers, if used	PHO 3.2	☐
Disposable gloves for cleaning and disinfecting	RCDSO p.27	☐
FLOORS, WASHROOMS AND PUBLIC AREAS		
Dilute detergent (neutral floor cleaner) for floors and walls	RCDSO p.28	☐
Low-level disinfectant for floors or walls with blood or saliva (e.g. bleach 1:50)	RCDSO p.28	☐
Mops, mop heads and buckets that are rinsed and dried between uses	RCDSO p.28	☐
Colour-coded microfibre cloths: washrooms, operatories, public areas	–	☐
Washroom cleaner, glass cleaner, toilet brushes, wet-floor signs	–	☐
Waterproof garbage containers with tight lids (foot pedal preferred) and liners	RCDSO p.29	☐
HAND HYGIENE AND RECEPTION		
Alcohol-based hand rub, 70 to 90%, at reception, waiting area and point of care	PHO 1.3, 4.2	☐
Masks and tissues at reception and in the waiting area, with signs	PHO 1.3, 1.4	☐
Liquid or foam soap in disposable pump dispensers at every sink (no bar soap)	RCDSO p.8	☐
Soap and hand rub containers labelled, never refilled or topped up	PHO 4.4	☐
Disposable paper towels at every sink	RCDSO p.10	☐
Hand lotion in disposable pumps, compatible with gloves (not petroleum-based)	RCDSO p.8	☐
BLOOD AND BODY-FLUID SPILL KIT		
Gloves, plus gown, mask and eye protection or face shield for splashes	RCDSO p.28	☐
Disposable towels or an absorbent spill product	RCDSO p.28	☐
Hospital-grade disinfectant, plus a yellow biomedical bag and a regular garbage bag	RCDSO p.28–29	☐
Written spill procedure, kept with the kit	PHO 2.2	☐
SHARPS AND BIOMEDICAL WASTE (DENTAL TEAM)		
Yellow sharps containers at point of use: puncture-resistant, leak-proof, closable, biohazard label	PHO 14.1, 14.2	☐
Yellow liner bags for blood-soaked materials (red bags for anatomical waste, if surgery is done)	RCDSO p.29	☐
Secure storage for filled containers, and an approved biomedical waste carrier	PHO 14.3	☐
REPROCESSING AREA CLEANING (DENTAL TEAM)		
Puncture-resistant, heavy-duty utility gloves, long-handled brushes, strainer basket	RCDSO p.21	☐
Detergent made for medical device reprocessing, or an enzymatic cleaner	RCDSO p.20	☐
Lint-free cloths for drying instruments	RCDSO p.21	☐
Enzymatic cleaner or suitable solution for the weekly suction line flush	RCDSO p.32	☐
Eyewash station within a 10-second walk of reprocessing	PHO 21.11, 21.12	☐
LABELS AND PAPERWORK		
A current Safety Data Sheet for every cleaning product, including the cleaner's own	PHO 21.9	☐
WHMIS labels on every hazardous product, including bottles filled from bulk	PHO 21.8	☐
Expiry date on every chemical product; mixed and stored per the label	PHO 2.4	☐
Written cleaning procedures for each area, yours and your cleaning contractor's	PHO 2.3	☐

Dental Office Cleaning Checklist

WHO CLEANS WHAT, AND WHEN

TASK	WHO	RULE	✓
START OF THE DAY			
Purge dental unit waterlines with water, 2 minutes minimum, tips removed first	**Dental team**	PHO 7.4	☐
Make up fresh cleaning solution; put clean barriers on hard-to-clean surfaces	**Dental team**	RCDSO, PHO 3.3	☐
BETWEEN PATIENTS			
Clean and disinfect the chair, horizontal surfaces and every surface hit by spray or spatter	**Dental team**	PHO 3.1, 3.2	☐
Change barriers with gloves on; check and disinfect the surface underneath if needed	**Dental team**	PHO 3.3	☐
Change paper headrest covers; purge suction lines with water or cleaning solution	**Dental team**	PHO 3.2, RCDSO	☐
END OF THE CLINIC DAY			
Remove all barriers, clean underneath, disinfect clinical contact surfaces	**Dental team**	RCDSO p.27–28	☐
Clear operatory counters so the cleaning crew can reach them	**Dental team**	–	☐
Throw out leftover cleaning solution and let the container dry	**Dental team**	RCDSO p.28	☐
Close and store sharps containers at the fill line (usually ¾)	**Dental team**	PHO 14.1, 14.3	☐
AFTER HOURS			
Clean and disinfect high-touch surfaces in reception, waiting room and hallways	**Cleaning company**	PHO 2.5	☐
Clean and restock washrooms	**Cleaning company**	–	☐
Wipe cleared operatory counters, sinks, cabinet fronts and handles, to your protocol	**Cleaning company**	–	☐
Vacuum or dust-mop, then damp-mop every floor	**Cleaning company**	RCDSO p.28	☐
Empty general garbage and recycling and reline; clean the staff room	**Cleaning company**	–	☐
Rinse mop heads and let them dry before reuse	**Cleaning company**	RCDSO p.28	☐
WEEKLY			
Flush suction lines with an enzymatic cleaner or suitable solution	**Dental team**	RCDSO p.32	☐
Dust vents, ledges and sills; interior glass; baseboards and doors in busy areas	**Cleaning company**	–	☐
Check expiry dates on cleaning and disinfecting products	**Office manager**	PHO 2.4	☐
MONTHLY AND SCHEDULED			
Wash out garbage containers; dust light fixtures, high vents and cabinet tops	**Cleaning company**	–	☐
Check the SDS binder is current, including the cleaner's products; restock the spill kit	**Office manager**	PHO 21.9	☐
Test the eyewash station on its manufacturer's schedule	**Dental team**	PHO 21.11	☐

INSPECTION-DAY QUICK CHECK

What an inspector can see on a walk through, PHO item numbers

- ☐ Hand rub and masks at reception, with signs (1.3)
- ☐ Reception furniture and touch surfaces clean (1.5)
- ☐ No unfinished wood or cloth furniture (2.1)
- ☐ Written spill and area cleaning procedures (2.2, 2.3)
- ☐ Products licensed in Canada, dated, stored well (2.4)
- ☐ Barriers on hard-to-clean surfaces (3.3)
- ☐ Clean supplies not under or beside sinks (3.4)
- ☐ Soap and hand rub labelled, not topped up (4.4)
- ☐ Sharps containers labelled, below fill line (14.1)
- ☐ WHMIS labels on cleaning products (21.8)
- ☐ Current SDS for each cleaning product (21.9)
- ☐ Eyewash within a 10-second walk of reprocessing (21.12)

Want your cleaner's part written down? Clean Papi cleans Toronto dental and medical clinics after the last patient leaves. We do a free walkthrough, read your IPAC cleaning procedures, and send a written room-by-room scope. $2M insured, WSIB covered, background-checked crews. We never handle instruments, sharps or biomedical waste. Book at **cleanpapi.ca/services/medical-dental-office-cleaning**

Clean Papi dental office cleaning checklist, November 2026. Free to print and share. General information only, not legal or regulatory advice: your written IPAC procedures and the current RCDSO standard and PHO checklist come first. Full guide with sources: cleanpapi.ca/blogs/dental-office-cleaning-checklist-ontario