



# Spring Clean

## YOUR EYE CARE BUSINESS

### Dispensary

- ☐ Remove all frames from frame boards or shelves & wipe down
- ☐ Spray & polish all eyeglass demo lenses in frames before returning to frame boards
- ☐ Wash all counters, walls, display shelves & cabinets including the sides, bases & baseboards
- ☐ Clean out all cupboards, drawers & storage areas within the dispensary
- ☐ Remove old posters, counter cards & display material that is outdated & discard
- ☐ Wash all dispensing tables including wiping down chairs & bases
- ☐ Spray & polish all mirrors including handheld, dispensing & wall mirrors
- ☐ Wash & clean all flooring including special attention to corners

### Waiting Room

- ☐ Wash all tables, walls, display shelves & cabinets including the sides, bases & baseboards
- ☐ Wash & wipe down all chairs
- ☐ Remove old posters, counter cards, magazines & brochures
- ☐ Clean light fixtures & hanging art
- ☐ Spray & polish any mirrors, glass partitions & windows
- ☐ Thoroughly clean self-serve coffee areas & restock
- ☐ Wash & clean all flooring including special attention to corners

### Entrance

- ☐ Wash walls & baseboards
- ☐ Spray & polish all windows
- ☐ Clean or replace any signage
- ☐ Wash & clean shoe removal area
- ☐ Replace, clean or remove entrance carpets

### Front Desk

- ☐ Remove & declutter everything on the top counter of the front desk leaving "only" pertinent counter cards and messaging
- ☐ Organize & declutter all areas of the desk including counters, shelves, drawers and file cabinets
- ☐ Wash & wipe down the entire front reception area including sides and base of desk
- ☐ Spray & wipe all signage
- ☐ Clean walls & baseboards around this area including the Practice logo/ signage behind the reception desk
- ☐ Wipe down all computers, screens, office equipment & phones

### Exam Room

- ☐ Declutter all surfaces & remove all old promotional material
- ☐ Wash & wipe down all counters, sinks & mirrors
- ☐ Wipe all equipment including exam instruments, computers, screens & phones
- ☐ Wash all walls & baseboards
- ☐ Clean all fixtures

### Bathroom

- ☐ Wash all walls & baseboards
- ☐ Wipe sink & toilet as well as use toilet cleaner & brush
- ☐ Restock all toiletries supplies
- ☐ Spray & polish mirror
- ☐ Remove any old promotional materials & magazines

### Staff Room/ Kitchen

- ☐ Clean out fridge
- ☐ Wipe sink & counters
- ☐ Wash & clean all cupboards, shelves and closets
- ☐ Wash all walls & baseboards
- ☐ Restock supplies such as coffee, salt, pepper & condiments
- ☐ Wipe & clean any additional appliances such as coffee machine & kettle

### Extra

- ☐ Vacuum & wash all floors
- ☐ Wipe switches
- ☐ Wash door knobs, handles & polish glass doors
- ☐ Wash or replace any throw rugs
- ☐ Clean fans & fixtures
- ☐ Wipe all hanging art
- ☐ Clean & organize the eyeglass repair station
- ☐ Clean & organize the contact lens room