

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

# VETERINARY HOUSEKEEPING CHECKLIST



Proper sanitisation is crucial when running a veterinary practice. This veterinary housekeeping checklist will lead you through a precise purification process for every patient kennel and surgery room. Administer this checklist to help ensure you give your pet patients and employees a sanitary environment.

## Waiting Room Housekeeping

- Refill hand sanitiser bottles for pet owners
- Spray air fresheners to avoid unpleasant odours
- Turn on the air conditioning
- Keep the front desk free of clutter
- Keep front desk files alphabetised and easily accessible
- Sweep, mop, and vacuum clean floors
- Check on pet toys and replace them if worn out
- Update the notice board with the latest announcements
- Space-out sitting areas to keep animals calm and ensure safe distancing
- Clean dust off the fan if any
- Disinfect floors, tables, front desk, and pet toys
- Empty the garbage of any food items left out to prevent pets from eating



## Exam Room Housekeeping

- Wear gloves for your safety before cleaning
- Clean exam table, floor, and countertop with disinfectants
- Wipe away any chemical residues on the exam table
- Empty the garbage
- Check if all equipment required is available and cleaned before every use
- Remove any hair, toenails, urine, or other waste left after the patient leaves
- Refill paper towels
- Spray air fresheners to avoid bad odour
- Clean weighing scale before and after each patient
- Check you have the correct patient and relevant file on the computer

## Patient Isolation Area Housekeeping

- Maintain a tub of liquid disinfectant at the door to clean off the bottoms of your shoes or wear shoe covers
- Wear alternate scrubs/PPE when handling infectious pets
- Keep a segregated trash can
- Check and stock segregated cleaning materials
- Disinfect the whole room before and after each patient
- Double bag trash before removing
- Wash the walls, cages/kennels, under and behind the cages/kennels, cabinet doors, trash cans, and entrance/exit door with bleach water and then with a glutaraldehyde chemical
- Wash hands thoroughly after cleaning the isolation room
- Stock up on new segregated feeding bowls

## Kennel/Cage Housekeeping

- Clean and disinfect the floor, walls, ceiling, and kennel/cage doors
- Vacuum, mop/steam, and clean inside the kennels/cages
- Wipe and dry the cage (before a new patient enters)
- Add new liners (maybe old newspapers for water absorption)
- Add new cage/kennel cards and empty name tags after a pet leaves
- Place a clean blanket or towel on the floor of the cage to keep animal fur spotless
- Wash hands thoroughly after cleaning the cages/kennels
- Empty trash cans to remove old food, faeces, etc

## Washroom Cleaning

- Wipe down small, high-touch surfaces
- Clean mirrors and countertops
- Clean sink and faucet
- Clean soap and paper towel dispensers
- Clean toilet bowl, seat, tank, and flush handle
- Wipe down walls, doors, and fixtures
- Sweep and mop the washroom floor