



Office Cleaning Policy

Policy# 14-0724-2 Office Cleaning Policy Total pages=1


Purpose: A policy that covers the office cleaning procedures and schedule.

Justification: Areas of our office has public access and must be maintained in a clean, orderly and professional fashion. The condition of our office reflects on our entire work ethic.

Policy:

1. The office will be kept clean and tidy.
2. The trash will be emptied as necessary
3. The floors will be swept and/or vacuumed as necessary.
4. The kitchen area will be cleaned after each use.
5. All office areas will be kept clean and organized. No open case information will be left out and unsupervised.
6. The office will be routinely inspected for cleaning policy compliance.

This policy has been approved and is in effect until further notice:



John A. Gabis, M.D., Coroner



Date