Office Cleanliness Policy

It is of utmost importance that the office be kept consistently clean and organized. This includes the following:

* The bathroom(s) must remain clean
* Office items must be put back where they belong
* Papers must be kept in their folders
* Folders must be kept filed
* Waste baskets must be emptied and placed under the desk
* Desks must be well organized
* Snacks and drinks must be thrown out when finished
* Personal pictures must be out of sight to patients and visitors and kept to a maximum of 1-2 small pictures.

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