Lab and cleanroom cleaning: what we clean

Walk the lab and office floors with your lab manager and tick each room.

Building _____ **Suite** _____

Walked by _____ **Date** _____

Visit list setup

- ☐ Written procedure walked with your lab or safety lead
- ☐ Room order and what crews wear at each entry
- ☐ Approved agents, wipes and mops per room
- ☐ Frequency set for each surface
- ☐ List rewritten when your procedure changes

Controlled rooms

- ☐ Gowning in the sequence the room requires
- ☐ Only listed supplies carried in
- ☐ Cleanest point first, top to bottom, toward the exit
- ☐ Walls, pass-through exteriors, carts and door hardware
- ☐ Mop heads and wipes kept to their assigned room
- ☐ Room cleaning log signed before leaving
- ☐ Gowning room and airlock floors on the shortest cycle

Wet labs and support rooms

- ☐ Floors mopped with your specified solution
- ☐ Sinks and counters wiped
- ☐ Sash handles wiped
- ☐ Cleared bench tops cleaned
- ☐ Instruments, samples and notebooks left in place
- ☐ Trash, recycling and fresh liners
- ☐ Glass-wash, cold-room floors and equipment corridors if named

Offices, meeting rooms and kitchen

- ☐ Write-up desks and meeting tables wiped
- ☐ Interior glass cleared of smudges
- ☐ Carpets vacuumed
- ☐ Kitchen and restrooms each visit
- ☐ Shared printers, phone handsets and coffee machine handles
- ☐ Lobby and visitor sign-in counter first

Extras

- ☐ Daytime porter for restroom and kitchen checks
- ☐ Post-construction dust removal before equipment arrives
- ☐ Quality inspections against your written procedure

Notes