Research lab and cleanroom cleaning: what we clean

Bring your written procedures and room list, and walk each room type with this sheet.

Building _____ **Address** _____

Walked by _____ **Date** _____

Wet labs and support rooms

- ☐ Floors swept and damp mopped by the method your procedure sets
- ☐ Sinks and the area around them
- ☐ Door hardware and light switches
- ☐ Ordinary trash and recycling
- ☐ Benches only after your team marks them cleared
- ☐ Instruments, samples, reagents, notebooks and fridges left alone
- ☐ Glass wash, autoclave and cold rooms: floors and surfaces
- ☐ Equipment corridors on your lab manager's schedule

Cleanrooms

- ☐ Written procedure on file: _____
- ☐ Gowning in the listed sequence, entry through the anteroom
- ☐ Approved tools only: low-lint wipes, mops and buckets kept for the room
- ☐ Cleaning order exactly as your procedure gives it
- ☐ Pass-throughs, door handles, carts and work surfaces
- ☐ Agents, dilution and contact time taken from your procedure
- ☐ Cleaning record signed before the crew leaves, where required

Offices and amenity floors

- ☐ Write-up desks wiped once cleared
- ☐ Meeting rooms and conference tables reset
- ☐ Carpet vacuumed
- ☐ Breakrooms cleaned down
- ☐ Restrooms scrubbed and restocked
- ☐ Paper, soap and liners from our supplies service or your storeroom
- ☐ Day porter for a cafe counter or fitness room, if wanted

Corridors, docks and hard floors

- ☐ Corridor vinyl tile stripped and refinished over a shutdown or weekend
- ☐ Shipping and receiving concrete scrubbed
- ☐ Office carpet extracted on a periodic schedule
- ☐ Floor work inside labs uses products and timing your facility approves

Access and paperwork

- ☐ Cleaning windows by room: _____
- ☐ Background check cleared before each badge request
- ☐ Site training or escort rules: _____
- ☐ Proof of insurance placed in your vendor file

Notes