

Research lab and controlled room cleaning: what we clean

Walk the labs with your lab manager, procedure in hand, ticking each line.

Lab or building _____ Address _____

Walked by _____ Date _____

Open labs

- ☐ Only bench tops your lab manager has cleared are wiped
- ☐ Samples, reagents and work in progress left exactly in place
- ☐ Sinks and eyewash station surrounds scrubbed
- ☐ Glove and paper towel dispensers refilled
- ☐ Regular trash bins emptied into the building's carts
- ☐ Floor swept, then damp-mopped from the far wall to the door
- ☐ Desk areas cleaned around notebooks and screens, nothing read or moved

Controlled rooms

- ☐ Your written procedure on hand for the visit
- ☐ Gowning sequence at the anteroom followed
- ☐ Only the wipes and agents your procedure allows used
- ☐ Room worked ceiling and walls first, floor last
- ☐ Work starts in the most controlled zone and ends at the gowning door
- ☐ Low-lint wipes, dedicated mops and HEPA-filtered vacuums kept for these rooms
- ☐ Pass-throughs, door hardware and garment benches wiped as listed
- ☐ Tacky mats peeled to a fresh sheet as often as the procedure says

Records and access

- ☐ Visit log with date, rooms entered, tasks done and agents used
- ☐ Your own form used, if you have one
- ☐ Supervisor inspections checked against the same list
- ☐ Crews enter only the rooms on your access list
- ☐ Badges, keys and escort rules handled your way

Rest of the building

- ☐ Offices and conference rooms cleaned on the same visit
- ☐ Break room cleaned
- ☐ Restrooms serving the floor cleaned
- ☐ Hallway vinyl stripped and refinished during a break week
- ☐ Sealed concrete in equipment and loading areas machine-scrubbed

One-time projects

- ☐ Top-to-bottom post-construction clean before equipment arrives
- ☐ Second pass once benches and casework are in
- ☐ Final clean after your team removes materials on move-out

Notes
