Lab and life-science building: what we clean

Walk the building with your facilities lead and tick each room for the nightly list.

Building _____ **Address** _____

Walked by _____ **Date** _____

Write-up offices and meeting rooms

- [ ] Write-up office desks dusted and wiped
- [ ] Trash and recycling cleared beside each desk
- [ ] Conference room tables wiped after back-to-back sessions
- [ ] Coffee cups, crumbs and stray papers cleared
- [ ] Reception desk
- [ ] Carpeted offices extracted on their own interval
- [ ] Five nights a week or a lighter plan for a quieter building

Kitchens and break areas

- [ ] Kitchen counters and tables cleaned
- [ ] Sinks cleaned
- [ ] Bins emptied each visit
- [ ] Break area reset for the next group

Shared restrooms

- [ ] Restrooms sanitized every visit
- [ ] Paper, soap and liners restocked
- [ ] Supplies from our stock or the lab's own

Corridors and daytime help

- [ ] Corridors linking offices and labs
- [ ] Hard corridors scrubbed, recoated or burnished on a cycle
- [ ] Floor work booked for quiet evenings
- [ ] Porter hours for restroom rounds and kitchen resets

Lab rooms and cleanrooms, on your protocol

- [ ] Your gowning steps and entry sequence followed
- [ ] Badge steps and room order as your team sets them
- [ ] Benches wiped with products your quality team approves
- [ ] Lab-side surfaces only as your written protocol lists
- [ ] Pass-throughs wiped
- [ ] Cleanroom floors cleaned in your procedure's order
- [ ] Lab rooms added to the plan whenever you choose

Notes