Laboratory facilities: what we clean

Walk each room with your lab manager and record which task list and products apply there.

Facility _____ **Address** _____

Walked by _____ **Date** _____

Lab workrooms

- ☐ Research workrooms
- ☐ Floors and the accessible surfaces you identify
- ☐ Products your laboratory requires for each room
- ☐ Order from least to most controlled space
- ☐ Visits while experiments are paused
- ☐ Quality labs inside plants on their own instructions

Gowning and transition rooms

- ☐ Cleaned at the point in the sequence you set
- ☐ Surface, product and access procedures followed
- ☐ Cleanroom-suite gowning rooms to your rules

Instruments and equipment

- ☐ Exteriors wiped by surface and operating state
- ☐ Each item prepared by your staff first
- ☐ Running or off-limits items left off the list

Support side

- ☐ Offices, often in the evening
- ☐ Staff rooms and breakrooms
- ☐ Task list kept apart from the workroom list
- ☐ Restrooms
- ☐ Storage and warehouse floors on the routine schedule
- ☐ Ordinary products kept to approved support areas

Rooms that change status

- ☐ Rooms that become controlled during certain studies
- ☐ Both task lists on file for those rooms
- ☐ Status changes during the week shared with us
- ☐ Current status marked by your team

Stays with the lab

- ☐ Samples and research materials
- ☐ Materials secured before workroom visits
- ☐ Instruments under your control

Notes