Broombook

Free printable checklist

Laboratory cleaning checklist

What a cleaning crew may touch, and what it must leave alone

Client or site | Date | Cleaner

Daily laboratory cleaning checklist

23 tasks

Before you enter

- [ ] Check the door sign: biosafety level, chemical hazards, “do not enter” or “cleaning by lab staff only”
- [ ] Put on the PPE the lab assigns for cleaners (usually a lab coat, safety glasses and nitrile gloves) before crossing the line
- [ ] Confirm no experiment is running unattended on the floor or benches you will walk past
- [ ] Leave food, drinks, phones in a pocket, and personal items outside

Trash and recycling

- [ ] Empty only the general trash cans that are clearly labeled as non-hazardous and replace liners
- [ ] Leave biohazard bins, sharps containers, chemical waste containers, broken-glass boxes and anything with a hazard symbol
- [ ] Do not compress or reach into any bag; lift it by the top and tie it
- [ ] Report any regular trash can that holds gloves, pipette tips, sharps or vials, and do not empty it

Only if your written scope assigns it

- [ ] Wipe the outside of bench tops that lab staff have cleared and marked as cleaned, with the product they name
- [ ] Wipe the exterior of refrigerators, incubators and freezers, never the doors of ultra-low freezers that have a frost seal
- [ ] Clean interior glass and door windows
- [ ] Wipe the outside of fume hood sashes and biosafety cabinet fronts, with no spray and no contact with the sash opening

Lab floors, aisles and doors

- [ ] Pick up only obvious trash on the floor; never pick up glass, vials, pipette tips or anything with a label
- [ ] Dust-mop or vacuum the floor with the HEPA vacuum the lab approves, around benches and equipment, never under a fume hood sash or inside a cabinet
- [ ] Damp-mop the open floor with the neutral cleaner on the approved list, keeping the mop away from floor drains marked for chemical waste
- [ ] Clean and disinfect door handles, push plates, light switches and the outside of the lab door
- [ ] Wipe eyewash station covers and the outside of the safety shower pull; report any blocked access to either
- [ ] Post a wet floor sign and keep the aisle to the exit clear while you work

Hand-wash sinks and shared areas

- [ ] Clean the hand-wash sink, faucet and soap and towel dispensers (not the lab sinks used for rinsing glassware or chemicals, unless assigned)
- [ ] Refill soap and paper towels
- [ ] Clean the lab office area: desks where clear, chairs, phones, door handles
- [ ] Clean the break room, write-up room and corridor as on a normal office clean
- [ ] Clean and disinfect restrooms, with a restroom log posted

Weekly and monthly lab cleaning checklist

8 tasks

Weekly

- [ ] High-dust ledges, ductwork exteriors and the tops of cabinets in corridors and offices, never above open benches during work hours
- [ ] Scrub restroom grout and descale fixtures
- [ ] Clean the lab entry mats and the gowning area floor and benches, if the scope includes them
- [ ] Wipe corridor walls, baseboards and door frames

Monthly or by arrangement

- [ ] Machine-scrub or refinish corridor and office floors; lab floors only with the lab manager’s sign-off on the product and date
- [ ] Clean vents and return grilles in offices and corridors; lab vents only with facilities staff
- [ ] Wash interior glass throughout
- [ ] Walk the lab with the lab manager or chemical hygiene officer and update the scope and the approved product list

Cleanroom cleaning routine

7 tasks

Cleanroom routine (per the client’s SOP)

- [ ] Gown in the order the SOP shows: shoe covers or dedicated shoes, hood, coverall, gloves, goggles, then a second pair of gloves if required
- [ ] Bring in only the lint-free wipes, mop heads and pre-mixed solutions the SOP lists; no cardboard, no spray bottles, no personal items
- [ ] Work from the cleanest zone to the least clean, and from the ceiling down: walls and ceiling surfaces first, then equipment exteriors, then floors
- [ ] Wipe in one direction with overlapping strokes, folding the wipe to a fresh face each pass; never scrub back and forth
- [ ] Mop floors in overlapping passes toward the exit, changing mop heads as the SOP sets
- [ ] Record the date, time, areas, products and lot numbers on the cleaning log
- [ ] Leave through the gowning room in reverse order and dispose of gowning items where the SOP says