

# SANITIZED LAB CHECKLIST

## *Equipment:*

- Nitrile Gloves
- Gowning attire, including safety glasses when applicable
- Biocide agents
- Alconox detergent diluted to 2% (15 g/L H<sub>2</sub>O), or other low residual cleaner
- Lint-Free cloth
- Lint-Free Swabs

## **Initial or pre-test cleaning and sanitized maintenance**

### **PROCEDURE:**

**Gown appropriately before entering laboratory:** Laboratory coats should be used to cover clothing and general hygiene practices should be followed. Hands should be washed with disinfectant hand soap.

Wipe down all external surfaces using a lint-free cloth dampened with 2% Alconox or a bleach wipe. Perform this operation prior to handling of any samples in the laboratory and on a weekly basis regardless of laboratory use.

**Note:** Check the expiry date on the Alconox used to ensure it is still usable.

- Repeat cleaning of external surfaces after samples have been handled. These surfaces are to include any area that the sample has contacted and surrounding areas.
- Ensure all equipment and supplemental accessories are stored in a manner that prevents contamination or breakage.
- When inspecting, mounting, or photographing valves, work should be done using laminar flow bench to avoid sample contamination.
- Ensure facility's department schedules regular cleaning of the lab to include sweeping and mopping of the floors.
- Use a Weekly Lab Cleaning Checklist.

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**NOTE:** Printed Weekly Lab Cleaning Checklist checklists should be kept in the lab for laboratory staff to sign off as weekly cleaning tasks are completed. The lab technician will inspect the lab weekly and conduct cleaning duties as required based on lab usage and activities. It is their responsibility to make other arrangements if they are unable to perform these duties.

**NOTE:** Alcohol is not appropriate for use on acrylic chambers and is not an approved method of sanitization.

**NOTE:** For most effective cleaning, start working from the top, down – i.e. high dusting, then cupboards, then counters, then floors, etc.

# Weekly Lab Cleaning Checklist

Cleaning Log for Weeks of: Monday, \_\_\_\_\_, 20\_\_ to Friday, \_\_\_\_\_, 20\_\_  
*(Initial for completed tasks)*

Date:							
Tidy & put things away							
Clean sink area, wash glassware, etc.							
Wipe counters / working surfaces							
Dust & check for cobwebs							
Wipe down HiCycles/ carts							
* Check if valves need fresh saline or can be put back in Glutaraldehyde							
* Sweep & mop floor							
* Take out garbage & recycle							
* Get laundry picked up							
* Sweep & mop behind HiCycles							
* Clean Pulse Duplicator							
* Tidy & Wipe down inside cupboards							
Comments							

\* Tasks to be completed as needed – fill in as “N/A” if not required.