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| **Name of Institution** | |
| Completion Date: | Completed By: |

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| **Housekeeping Checklist** | | |
| Rev Date: DD MON YYYY | | |
| **Step** | **Action** | **Complete** |
| 1 | Individual laboratories will be the responsibility of the Principal Investigator (PI) and their staff. In the event that multiple PIs are assigned to a lab, the housekeeping duties will be split up as mutually as agreed upon by the staff. |  |
| 2 | Ensure the disinfectant to be used is within date. |  |
| 3 | The floors must be swept and mopped with an appropriate disinfectant at least once a week.  Spills: After appropriate spill clean-up, the floors should be mopped with an appropriate disinfectant. |  |
| 4 | All surfaces (e.g., workbenches, computers, sinks, incubators) must be routinely surface disinfected with an appropriate disinfectant at least once a week.  Spills: All surfaces should be disinfected as aerosols may have contaminated the surfaces.  \*Note work surfaces should be disinfected before and after each use. This activity is an additional cleaning to be done once-a-week. |  |
| 5 | Do not share cleaning supplies (i.e., brooms, mops, bleach) between laboratories. |  |