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

|  |
| --- |
| **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.  |  |