Lab and controlled room: what we clean

Check each line against your written procedure with your quality lead after a visit.

Facility _____ **Room or suite** _____

Walked by _____ **Date** _____

Entry and gowning

- ☐ Procedure walked through on site before the first visit
- ☐ Gowning order followed as posted in the gowning room
- ☐ Carts, buckets and tools kept to the controlled area
- ☐ Supplies passed through the airlock your procedure names
- ☐ Low-lint wipes and dedicated mops used where called for
- ☐ Outgoing items bagged per your procedure

Controlled rooms

- ☐ Ceiling panels and light lenses wiped in overlapping passes
- ☐ Walls and window frames wiped
- ☐ Workstations, carts and chairs wiped
- ☐ Pass-through interiors wiped
- ☐ Worked high to low, cleanest zone toward the exit
- ☐ Floor done last, strokes pulled toward the door

Lab benches and sinks

- ☐ Bench tops cleaned with the agents your procedure names, once cleared
- ☐ Shelving fronts, sinks and splash areas cleaned
- ☐ Sash glass, cabinet doors and handles wiped
- ☐ Lab floor swept and damp-mopped

Support areas

- ☐ Locker rooms and gowning-room benches cleaned
- ☐ Corridors leading into the suite cleaned
- ☐ Offices, conference rooms and break rooms cleaned
- ☐ Restrooms cleaned and dispensers loaded

Periodic work

- ☐ Weekly wall and ceiling work
- ☐ Periodic full-room clean as scheduled
- ☐ Corridor vinyl tile stripped and refinished
- ☐ Sealed concrete in receiving machine-scrubbed
- ☐ Deeper visit ahead of a customer audit

Notes