Research and lab building cleaning: what we clean

Walk the building with your lab lead and tick each room on the fixed list.

Building _____ **Address** _____

Walked by _____ **Date** _____

Lab suites, to your written protocol

- ☐ Only rooms the building team opens to janitorial work
- ☐ Lab floors with the products and steps your protocol sets
- ☐ Sinks cleaned to the same protocol
- ☐ Bench tops your staff have cleared
- ☐ Anything not on the protocol left untouched

Lobby and conference rooms

- ☐ Reception counter wiped
- ☐ Lobby seating
- ☐ Conference tables reset for the morning
- ☐ Door handles and shared touch surfaces
- ☐ Trash and recycling cleared

Offices and corridors

- ☐ Desks, counters and shared surfaces
- ☐ Administrative trash and recycling
- ☐ Corridors on every visit
- ☐ Carpeted offices booked for hot water extraction

Breakrooms and shared kitchens

- ☐ Counters, tables and sinks
- ☐ Appliance handles
- ☐ Recycling and trash points emptied
- ☐ Day porter restocking between evening visits

Restrooms

- ☐ Restrooms sanitized each visit
- ☐ Soap, paper and liners restocked
- ☐ Supplies from our stock or yours

Room list and access

- [ ] Fixed room list agreed before service starts
- [ ] Badge or escorted entry arrangements
- [ ] Room list updated when a room changes use
- [ ] Corridor and lobby hard floors on periodic floor care

Notes