**Work Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Lab Manager initials and dates each box.

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| **DAILY CLEANING ACTIVITIES** | | | | | |
| **Activity** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| Wipe down all horizontal surfaces. |  |  |  |  |  |
| Sweep the cleanroom with the appropriate broom, and mop the floor with the appropriate solution, followed by a dry mop. |  |  |  |  |  |
| Make sure sink has been cleared at the end of day- all glassware, pump hoses, etc. have been washed and on drying rack |  |  |  |  |  |
| Remove the upper strip of the foot trap mat and place in trash. |  |  |  |  |  |
| Sweep and mop out the airlock. |  |  |  |  |  |
| Check the lab trash bag inside the cleanroom and in the airlock. If full, empty and replace. |  |  |  |  |  |

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| **WEEKLY CLEANING ACTIVITIES** | |
| **Activity** | **Lab Manager Initials** |
| Wipe down all vertical surfaces |  |
| Deep cleaning of floors |  |
| Check drum dollies and clean if needed |  |

**REFERENCE DOCUMENTS**

|  |  |
| --- | --- |
| **Document Number** | **Document Title** |
| SOP-12-0013 | How to Complete the Laboratory Cleaning Log & Schedule |

**REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Revision Date** | **Author** | **Change Description** |
| 01 | 09/26/2019 | 1. Torres | Document creation |

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| --- | --- | --- | --- |
| **APPROVALS** | | | |
| **Title** | **Name** | **Signature** | **Date** |
| Top Management | Jake Rubenstein | On-File | 10/04/2019 |
| Laboratory Manager | Antonio Torres | On-File | 10/04/2019 |
| Quality Manager | Dave Matthews | On-File | 10/04/2019 |