

Items should be disinfected at least **twice a shift, at the beginning and at the end**, following the proper procedure described below. Consider this log as a model that can be modified to suit the needs of a given lab. If using as designed, use one log sheet per location per day.

Location:		
Shift Date and Time:		
Item*	Time & Initials Cleaning 1	Time & Initials Cleaning 2
Doorknobs and Handles	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Light Switches	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Equipment Handles and Latches	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Bin and Water Incubator Lids	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Chemical Bottles and Lids	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Phones in Common Areas Desks	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Equipment Controls and Touchpads	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Hand Tools (e.g., Micro-pipettors)	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Chairs	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Laboratory Benchtops	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Sinks and Faucet Handles	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Drawer and Cabinet Handles	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Carts	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used
Whiteboards, Pens, Markers	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not used

* This list of items are examples of frequently touched areas in laboratories and is not intended to be exhaustive. Laboratory directors should assess their workplace for other potential areas and add or modify this list accordingly.



How to Clean and Disinfect

- Wear appropriate personal protective equipment (PPE) according to the manufacturer recommendations.
- Consult the manufacturer's instructions for cleaning and disinfection.
- If surfaces are dirty, clean using a detergent or soap and water prior to disinfection.
- For disinfection, use products that have been pre-approved by the [U.S. Environmental Protection Agency \(EPA\)](#) for use against emerging enveloped viral pathogens. Follow the manufacturer's instructions (e.g., concentration, application method and contact time, etc.).
- When using a disinfectant, adhere to the required contact time on the product label and follow instructions for safe and effective use. Ensure you have good ventilation during use.
- Use care with delicate equipment to avoid damage. Cleaning sprays may not be appropriate to use or could damage certain electronic equipment. In these cases, an approved disinfectant wipe may be appropriate. If disinfectant wipes are not available, spray an appropriate amount of cleaner/disinfectant onto a disposable towel or Kimwipe.

