

LAB

KEY **RED** - HIGHER RISK

GREEN - LOW RISK



	How often?	With what?	Care of cleaning materials	Person responsible	Any special comments
Door handles	Wipe down at least twice daily	Disposable cloth & detergent	Dispose of cloth after use	Lab nurse	Immediately after any infectious cases/material seen
Lab equipment	Daily	Alcohol wipes provided with machine; or other materials following the manufacturer's instructions	Dispose of wipes after use	Lab nurse	Immediately after any infectious cases/material seen
Floor	Wet mop once daily Dust removal & full clean & scrub once daily	Mop & bucket Rotovac	Mop & bucket cleaned after use & stored dry Machine cleaned after each use	Lab nurse Cleaner	Immediately if soiled/contaminated Complete floor should be visibly clean including edges & corners
Microscope	Once daily	Wipe surfaces with disposable cloth & detergent (following the manufacturer's instructions)	Dispose of cloth after use	Nurse	Immediately if soiled/contaminated or if immersion oil is used
Worktop	After each lab session	Disposable cloth & detergent	Dispose of cloth after use.	Lab nurse	In between lab sessions if any spillages/ contamination
Sinks	Full clean at end of each lab session	Cream cleanser disposable cloth & rinse. Disinfectant/bleach into plughole.	Dispose of cloth after use.	Lab nurse	Check no build up of limescale or debris in overflows or plugholes; clean immediately if soiled or contaminated with infectious material
Computer	Clean keyboards once daily. Clean screens weekly	Detergent damp cloth or disposable wipes	Dispose of cloth/wipes after use	Lab nurse	Use washable keyboards or covers .
Reference materials	Daily Wipe down posters & booklets. Dispose of damaged leaflets	Disposable cloth	Dispose of cloth after use.	Lab nurse	Reference material should be laminated where possible.
Fridge	Daily clean door handles. Weekly -full clean inside & out	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	No staff food or milk in lab fridge Check weekly & discard any out of date samples
Walls	Wash down walls daily. Spot clean any dirty areas between procedures	Disposable cloth appropriate disinfectant (spray bottle or bowl)	Dispose of cloth after use. Store bucket / bowl dry.	Cleaner	Report any areas of damaged paintwork to practice manager
Doors	Wipe down once daily. Spot clean any dirty areas between procedures	Disposable cloth appropriate disinfectant (spray bottle or bowl)	Dispose of cloth after use. Store bucket to dry.	Cleaner	
Blinds	Weekly or sooner if visibly contaminated	Disposable cloth & bucket.	Dispose of cloth. Store bucket dry.	Cleaner	Check & discard if damaged or not cleanable



	How often?	With what?	Care of cleaning materials	Person responsible	Any special comments
Windows	Clean glass weekly. Dust wipe window ledges daily	Disposable cloth & bucket, glass cleaning solution	Dispose of cloth. Store bucket dry.	Cleaner	
Radiators	Full clean monthly	Disposable cloth	Dispose of cloth after use.	Cleaner	Consider flat easily cleaned designs or covers.
Ceiling	Dusted monthly. Washed down once yearly if appropriate or possible.	Disposable cloth. Extendable equipment	Dispose of cloth after use	Cleaner	
Air conditioning units	Full clean monthly	Vacuum cleaner. Disposable cloth and appropriate disinfectant (spray bottle or bowl)	Dispose of cloth after use.	Cleaner	Ensure that the units are regularly serviced.
Extractor fans	Dismantled & cleaned internally & externally every 3 months	Disposable cloth	Dispose of cloth after use,	Cleaner	Ensure that the units are regularly serviced.

Mop buckets for this area are colour coded

Disinfection is appropriate for visibly clean surfaces; visibly soiled surfaces must be washed before disinfection. All surfaces should be checked daily for damage, as damaged surfaces or equipment cannot be cleaned and can harbour debris and bacteria. Damaged surfaces or equipment should be repaired or replaced as soon as possible.

Hard to clean surfaces (e.g. pin boards, Velcro, cloth seats etc.) should be avoided in clinical areas.

