

Lab cleaning protocol - Example

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Before opening the lab

Make sure to always wear gloves when working in the lab. Use appropriate personal protective equipment (PPE) when cleaning.

Task	Done
Throw away expired media and other solutions.	
Throw away any forgotten cultures/samples.	
Appropriately dispose all waste that was left behind.	
Clean/decontaminate equipment (water bath, flow-hoods, incubators, etc.)	
Clean all surfaces (benches/shelves) using e.g 1% SDS and 90% ethanol.	
If necessary, clean glassware and other reusables.	
Restart incubators and check temperature and CO ₂ -levels.	
Check if any equipment needs service or calibration.	
Make/order new buffers/culture medium/etc.	

Daily cleaning

Make sure to always wear gloves when working in the lab. Use appropriate personal protective equipment (PPE) when cleaning.

Task	Done
Disinfect shared (micro)pipettes before use.	
Disinfect shared bottles before use.	
Disinfect flow hoods before and after use.	
Disinfect benches before and after use.	
Disinfect door handles every 2 hours.	
Disinfect incubator doors every 2 hours.	
Disinfect fridge/freezer doors every 2 hours.	
Disinfect waste bins every 2 hours.	
Disinfect shared equipment handles and controls (water bath, centrifuge etc.) every 4 hours.	
Disinfect cabinet door handles every 4 hours.	
Disinfect lab chairs/stools two times a day.	

N.B. You can clean everything with soap first before disinfecting.

Use 70% ethanol for electronics and delicate surfaces. Use e.g. 90-100% ethanol/IPA, bleach or Clorox on the other surfaces. If possible, flow hoods and incubators can also be disinfected using UV-light.