

COVID-19 EQUIPMENT CLEANING LOG

Equipment should be disinfected at least **twice a day** following the proper procedure described below.

Equipment*	Location	Date	Time 1	Time 2	Staff Initials
Doorknobs and Handles			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Light Switches			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Equipment Handles and Latches			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Bin and Water Incubator Lids			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Chemical Bottles and Lids			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Phones in Common Areas Desks			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Equipment Controls and Touchpads			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Hand Tools (e.g., Micro-pipettors)			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Chairs			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Laboratory Benchtops			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Sinks and Faucet Handles			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Drawer and Cabinet Handles			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Carts			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Whiteboards, Pens, Markers			<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	

* This list of equipment 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.

How to Clean and Disinfect

- Wear disposable gloves when cleaning/disinfecting surfaces. Gloves should be compatible with the disinfectant products used. Gloves should be discarded after use. Clean hands immediately after gloves are removed.
- 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.