STANDARD OPERATING PROCEDURE

Laboratory Cleaning and Decontamination SOP

Document no.	SOP-LAB-004
Revision	1.0
Owner	Laboratory Supervisor
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To keep laboratory work surfaces, floors and equipment exteriors clean and decontaminated on a routine schedule, reducing contamination risk and supporting accurate results.

2. Scope

Applies to routine daily and periodic cleaning of benches, floors, sinks, equipment exteriors and common areas. Emergency spill cleanup and biosafety cabinet decontamination are covered by separate SOPs.

Definitions

Decontamination	Removing or neutralizing contamination from a surface using an approved disinfectant.
Clean zone	An area of the lab designated for cleaning tasks that must not touch chemicals or samples.
ATP swab test	A quick test that measures residual organic matter on a surface to confirm cleaning effectiveness.

3. Responsibilities

Lab Technician	Clears and cleans assigned benches and equipment exteriors at the end of each shift.
Cleaning Staff	Cleans floors, sinks and common areas on the scheduled cleaning rota.
Lab Supervisor	Schedules cleaning tasks, verifies completion and investigates failed swab tests.
QA Specialist	Reviews cleaning logs and swab test results as part of the quality program.

RACI matrix

Activity	Lab Technician	Cleaning Staff	Lab Supervisor	QA Specialist
Schedule cleaning tasks by zone	I	I	R/A	C
Clean benches and equipment exteriors	R/A	-	I	-
Clean floors and common areas	-	R/A	I	-
Verify cleaning with swab test	C	I	R/A	C
Review cleaning logs and swab	I	I	C	R/A

Activity	Lab Technician	Cleaning Staff	Lab Supervisor	QA Specialist
results				

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Approved surface disinfectant with labeled contact time
- Color-coded cloths and mop heads by zone
- ATP swab test kit
- Cleaning schedule and sign-off log
- Floor cleaning equipment (mop, bucket, wet floor signs)
- Waste bags for general and contaminated trash

Personal protective equipment

- Disposable nitrile gloves
- Lab coat or apron
- Closed-toe non-slip shoes

5. Procedure

Step	Task	Owner	Done
5.1	**Check the cleaning schedule** At the start of the task, check the cleaning schedule to confirm which zones and equipment are due for cleaning that day.	Lab Technician	☐
5.2	**Clear the work area** Remove samples, reagents and clutter from the bench and return them to proper storage before cleaning begins.	Lab Technician	☐
5.3	**Apply disinfectant to benches** Spray or wipe the approved disinfectant onto the bench surface and leave it for the labeled contact time before wiping dry with a clean cloth. **Checkpoint:** The disinfectant remains wet on the surface for its full labeled contact time.	Lab Technician	☐
5.4	**Wipe down equipment exteriors** Wipe the exterior housing, knobs and touch screens of shared equipment with a disinfectant compatible with the manufacturer's cleaning instructions. **Warning:** Do not spray liquid directly onto electronic displays or into equipment vents.	Lab Technician	☐
5.5	**Clean sinks and fixtures** Scrub sinks, faucets and eyewash stations with the approved disinfectant and rinse thoroughly to remove residue.	Cleaning Staff	☐
5.6	**Mop the floors** Sweep loose debris, then mop the floor with the approved solution using color-coded mop heads, working from the far corner toward the door and placing wet floor signs.	Cleaning Staff	☐
5.7	**Clean common areas** Wipe down shared surfaces such as door handles, light switches and break area counters on the scheduled frequency.	Cleaning Staff	☐

Step	Task	Owner	Done
5.8	**Inspect for pests and damage** While cleaning, check for signs of pests, mold or damaged flooring and report anything found to the lab supervisor.	Cleaning Staff	☐
5.9	**Restock cleaning supplies** Refill disinfectant bottles, replace worn cloths and mop heads, and restock waste bags for the next cleaning shift.	Cleaning Staff	☐
5.10	**Verify with a swab test** Run an ATP swab test on a sample of cleaned benches on the schedule set by QA, and record the result against the pass threshold. **Checkpoint:** Swab test results are below the pass threshold before the bench is released for use.	Lab Supervisor	☐
5.11	**Sign off the cleaning log** Sign and date the cleaning log for each zone completed, noting any items that could not be cleaned as scheduled.	Lab Technician	☐
5.12	**Review logs and investigate failures** Review cleaning logs and swab test results weekly, and investigate any repeated failure with the cleaning team.	QA Specialist	☐

6. Quality checks

- Disinfectant is left on surfaces for its full labeled contact time.
- Swab test results meet the pass threshold before benches are released for use.
- Cleaning logs are signed and dated for every scheduled zone.
- Color-coded cloths and mop heads are not mixed between zones.

7. Records

- Cleaning schedule and sign-off log
- ATP swab test results
- Pest and damage inspection notes
- Disinfectant restocking log

8. KPIs

- Percentage of scheduled cleaning tasks completed on time
- Swab test pass rate
- Number of repeat swab test failures per month
- Number of pest or damage reports per quarter

9. Common mistakes

- Wiping a surface dry before the disinfectant's contact time has passed.
- Using the same cloth on benches and floors.
- Skipping equipment exteriors because they look clean.
- Not logging a cleaning task that was actually completed.

10. Revision history

Revision	Date	Description	Reviewed by

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

This is a template. Adapt it to your organization, equipment and local regulations before use.

Scan for the latest version

Opens this template online, where you can download it again in Word, PDF, Excel or CSV — free, no sign-up.

Or add it to Perfect Wiki so your team can find it and ask questions about it in Microsoft Teams, Slack, kChat or Mattermost.