



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-SOP-054 FRM1

DOCUMENT TITLE:

STCL Contracted Cleaning Services Checklist

DOCUMENT NOTES:

Document Information

Revision: 01

Vault: STCL-Processing-rel

Status: Release

Document Type: SOPs

Date Information

Creation Date: 09 Aug 2011

Release Date: 03 Oct 2011

Effective Date: 03 Oct 2011

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: None

Change Number: FRM-CCR-093

Stem Cell Laboratory

Date: _____

STCL-SOP-054 (FRM1)
Stem Cell Laboratory (STCL) Contracted Cleaning Services Checklist

List Cleaning Personnel (please print):

Cleaning Agents Used: ☐ Vesphene ☐ LpH ☐ Other: _____

Expiration Date of Cleaning Agent Used: _____

Processing (1) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Windows (3) | Initials: _____ |
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (10 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (11) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Hoods (5) | Initials: _____ |
| <input type="checkbox"/> Exterior Refrig/Freezer (2) | Initials: _____ |
| <input type="checkbox"/> Exterior Centrifuges (2) | Initials: _____ |
| <input type="checkbox"/> Sink | Initials: _____ |

Time finished: _____

Flow Cytometry (2) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (8 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (5) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Flow Cytometers (4) | Initials: _____ |

Time finished: _____

STCL-SOP-054 (FRM1) STCL Contracted Cleaning Services Checklist
STCL, DUMC
Durham, NC

Stem Cell Laboratory

Date: _____

HPC Plating (3) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Windows (2) | Initials: _____ |
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (2 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (2) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Hoods (2) | Initials: _____ |
| <input type="checkbox"/> Exterior Incubators (2) | Initials: _____ |

Time finished: _____

File Room (4) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Windows (3) | Initials: _____ |
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry (14 file cabinets) | Initials: _____ |
| <input type="checkbox"/> Door (2) | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (3 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (2) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |

Time finished: _____

Microscopy (5) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (3 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (3) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Refrig/Freezer | Initials: _____ |
| <input type="checkbox"/> Main Sink / Eye Wash | Initials: _____ |

Time finished: _____

Stem Cell Laboratory

Date: _____

Receiving (6) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Work Surfaces (4 stations) | Initials: _____ |
| <input type="checkbox"/> Chairs (3) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Printers (4) | Initials: _____ |

Time finished: _____

Freezer (7) Section:

Time started: _____

- | | |
|---|-----------------|
| <input type="checkbox"/> Walls | Initials: _____ |
| <input type="checkbox"/> Cabinetry | Initials: _____ |
| <input type="checkbox"/> Door (1) | Initials: _____ |
| <input type="checkbox"/> Chairs (1) | Initials: _____ |
| <input type="checkbox"/> Floors (vacuumed and mopped) | Initials: _____ |
| <input type="checkbox"/> Exterior Refrig/Freezers (9) | Initials: _____ |
| <input type="checkbox"/> Exterior Centrifuge (x 1) | Initials: _____ |

Time finished: _____

Signature of Cleaning Supervisor: _____ Date: _____

Stem Cell Laboratory Manager Review: _____ Date: _____

Signature Manifest

Document Number: STCL-SOP-054 FRM1

Revision: 01

Title: STCL Contracted Cleaning Services Checklist

All dates and times are in Eastern Time.

STCL-SOP-054 FRM1 STCL Clean Cklist

Author Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Sep 2011, 06:34:03 PM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Sep 2011, 06:34:21 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		23 Sep 2011, 09:04:37 AM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		27 Sep 2011, 11:30:23 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		27 Sep 2011, 11:30:23 AM	Email Sent
Linda Sledge (SLEDG006)		27 Sep 2011, 11:30:23 AM	Email Sent
System Administrator (SYSADMIN)		27 Sep 2011, 11:30:23 AM	Email Sent
Barbara Waters-Pick (WATE02)		27 Sep 2011, 11:30:23 AM	Email Sent

Review: STCL-SOP-054 FRM1 01

Review

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		04 Sep 2012, 03:45:51 PM	Reviewed
Sharon Hartis (SH259)		06 Sep 2012, 10:20:57 AM	Reviewed
Betsy Jordan (BJ42)		06 Sep 2012, 10:26:59 AM	Reviewed
Joanne Kurtzberg (KURTZ001)		10 Sep 2012, 10:16:23 AM	Reviewed
Linda Sledge (SLEDG006)		10 Sep 2012, 02:47:04 PM	Reviewed

Review: STCL-SOP-054 FRM1 01**Review**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		23 Jul 2014, 06:37:53 PM	Reviewed
John Carpenter (JPC27)		08 Aug 2014, 11:27:19 AM	Reviewed
Betsy Jordan (BJ42)		10 Aug 2014, 07:56:50 PM	Reviewed
Joanne Kurtzberg (KURTZ001)		11 Aug 2014, 12:15:19 PM	Reviewed
Sharon Hartis (SH259)		12 Aug 2014, 02:14:09 PM	Reviewed