

LAB CLEANING DUTIES

In order to keep the public labs clean and organized, all lab attendants are responsible for cleaning the lab during their shifts. The Facilities Manager will create a weekly schedule for all of the public labs for routine disinfecting of equipment and bi-monthly schedules for overall cleaning for all of the labs. These duties will be split equally between all attendants in the lab working in his/her designated lab. Cleaning schedules and checklists will be posted in the Lab Attendant Binders and will require a signature from each lab attendant next to their name and assigned duty for that week after completing the duty.

DISINFECTING (ONCE PER WEEK)

- Use disinfecting wipes to cleaning *keyboards, mice, and tabletops* of all tables and print stations (including the Lab Attendant Desk)

DUSTING (ONCE PER WEEK)

- Dust all computers and print stations to clean *monitors, keyboards, mice, and table tops* (including the Lab Attendant Desk)
- Dust all wires from all the computers and printers in the labs
- Use the cloth dusters to complete this task

VACUUM (TWICE PER MONTH)

- Vacuum around *computers, tabletops, cords, and mouse pads*

MONITORS (TWICE PER MONTH)

- Clean monitors with Monitor Cleaner Spray and Microfiber Cloths only!

PRINT STATION (ONCE PER WEEK)

- Dust the front and back of printer
- Disinfect printer and mouse (with disinfecting wipes)
- Clean the monitor with Monitor Cleaner Spray and Microfiber Cloths