

Office Cleaning Logsheet

Year: _____
Trimester: _____

Room	Assigned staff:	Week:											
		1	2	3	4	5	6	7	8	9	10	11	12
Offices	Dedicated cleaning staff												
Sample collection area	Dedicated cleaning staff												
Sample reception	Dedicated cleaning staff												
Microscopy room	Dedicated cleaning staff												
Containment laboratory	Laboratory technicians												
...	...												
...	...												
...	...												
...	...												
...	...												
...	...												
...	...												

After completing cleaning of a room/area: insert date and initials in the row behind the cleaned room/area in the column of the current week.