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Office Cleaning Logsheets

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													
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...	...													
...	...													
...	...													
...	...													
...	...													
...	...													

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.