

# WEEKLY CLEANING CHECKLIST

FRIDAY, 3:00 PM – 5:00 PM

## SURFACES

- **Wipe down all surfaces (tables, cabinets, wet and dry benches, and walls) with Tech-wipes.** Use the glass cleaner provided in both of the cleanrooms to wet the tech-wipes. This step is to remove any dust and dirt collected on the surfaces.
- **Use 2-propanol to thoroughly clean all wet and dry benches.** There are often small spills of photoresist that are not cleaned up after use of the benches. These spills often contribute significantly to the overall contamination of the cleanroom.
- **Clean spinners and around spinners with Acetone.** Photoresist can easily get into the vacuum system in the spinners, reducing the vacuum to hold samples to the spinner. Spray acetone into the unit that accepts the chuck. Then turn on vacuum to flush the system. This step may have to be repeated several times to remove all obstructions from the line.
- **Wipe all handles (including door handles, and cabinet handles) with 2-propanol or glass cleaner.** Because these are items often touched, and often after handling chemicals, these often become contaminated very quickly.
- **Remove one layer of tack-mats.** Removing tack-mats must be done from the outside edge, in towards the center. Because mats catch dirt, if they are not removed slowly, and towards the center, the dirt will fly off the mats and re-contaminate the cleanrooms.

## FLOORS

- **Vacuum all floors with hepa-filter vacuums.** This step is to remove large particles from the floor that may have fallen during the week, or fallen from cleaning of benches or tables.
- **Mop all floors.** Each room is outfitted with its own bucket and mop. Fill each bucket up with water in one of the sinks, and add a small amount of glass cleaner to the bucket. **ONLY USE THE MOP IN THE ROOM IT IS KEPT.** This is to avoid any cross-contamination. The gowning room is moped last, and the water can be retrieved from the hallway receptacle.

## SUPPLIES

- **Replenish any supplies missing from any rooms.** This includes 6" and 9" tech-wipes, paper, plastic bags, aluminum foil, etc. **MAKE SURE ALL CARDBOARD IS REMOVED FROM ITEMS BEFORE ENTERING CLEANROOM.** Cardboard *sheds*, and makes an otherwise clean room, dirty. Supplies should be found in the new yellow room, the old yellow room, the holography room, and in the dry bench in the class 5,000 room. **IF ANY SUPPLIES ARE NEEDED THAT ARE NOT AVAILABLE, NOTIFY CLEANROOM PERSONEL.**
- All cleanroom disposables are double bagged upon shipping. The outer bag is used to protect the inner bag from dirtiness of the warehouses supplies are stored in, and boxes they are shipped in. **Remove outer bag when supplies enter the cleanroom, gloves are opened on the shelves, etc.**
- **Refill all Acetone, 2-propanol, Methanol, Ethanol, etc. spray bottles for wet benches.** This should be done after every person has used the wet benches, as a common courtesy.
- **Make sure all equipment is in an orderly fashion.**

## REFUSE

- **Remove all trash from cleanroom, and replace bags in trashcans.** These bags can be left in the gowning area for cleanroom personnel to dispose of appropriately. This includes both dry refuse and chemical refuse, as well as sharps containers (sharps containers are only disposed of when they are filled). **RED BAGS INDICATE CHEMICAL WASTE, AND MUST BE TREATED CAREFULLY.**
- **Remove any full chemical bottles and give to cleanroom personnel.**
- **Notify cleanroom personnel of any chemicals that are missing from any room, or are running low.** If personnel are notified before supplies run out, items can be re-ordered so that supplies do not run out.