

Residue Management

Process Evaluation Worksheet



Purpose

Use this worksheet to evaluate your current cleaning and disinfection process, identify potential gaps related to residue, and decide next steps for improvement.

FACILITY _____

AREA / ROOM _____

COMPLETED BY _____

DATE _____

1

Current Process

What are we doing now?



Chemistry

- Which chemistries are used (e.g., disinfectant, sporicidal, detergent)?
- Are multiple chemistries used in the same area?



Application

- How is it applied (wipe, mop, spray)?
- Are we using the correct amount?



Contact Time

- Are label contact times being met?
- Are they verified in practice?



Tools & Materials

- What tools, wipes, or mop heads are used?
- Are they appropriate for the surface?

NOTES

2

What Are We Seeing?

Where and how does residue appear?



Visible Residue

- Where is residue most apparent?
 - ☐ Floors ☐ Stainless steel
 - ☐ Glass ☐ Windows
 - ☐ Other: _____
- What does it look like?
 - ☐ Haze ☐ Streaks
 - ☐ Film ☐ Discoloration
 - ☐ Other: _____



Surfaces

- Which surfaces are impacted?
- Are certain areas more challenging than others?



Areas of Concern

- Are there high-traffic or high-risk areas?
- Are repeat applications needed in specific locations?

NOTES

3

Identify Gaps

What could be improved?



Potential Gaps

- ☐ Over-application
- ☐ Inconsistent technique
- ☐ Inadequate contact time
- ☐ Tool or material compatibility
- ☐ Multiple chemistries contributing
- ☐ Lack of residue removal step
- ☐ Frequency may not be adequate
- ☐ Other: _____



Considerations

- What factors might be contributing to residue in your facility?
- Are there areas or processes that require a different approach?

NOTES

4

Next Steps

Turn insights into action.



Action Plan

- ☐ Adjust application amount or technique
- ☐ Verify contact times
- ☐ Evaluate tools and materials
- ☐ Implement or optimize a residue removal process
- ☐ Adjust cleaning / disinfection frequency
- ☐ Conduct additional training
- ☐ Perform a surface compatibility review
- ☐ Other: _____



Goals

- What are your key takeaways from this evaluation?
- What will you focus on first?
- How will you measure success?

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