

## Standard Operating Procedure

SOP Number: **02-18-4112**

Service: **Research**

Operating Section: **Husbandry**

Unit: **CMF**

Title: **Cleaning and Maintaining Service Areas**

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### Purpose:

To describe minimum requirements for cleaning/upkeep and sanitizing of service areas.

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### Procedure:

- 1) Laundry Room 037
  - a) Daily:
    - (1) Wash, dry, and fold laundry as needed
    - (2) Sweep floor
    - (3) Empty dirty mops from cage wash (016)
    - (4) Organize supplies, including laundry cabinet
  - b) Weekly:
    - (1) Empty and sanitize garbage can, sink, broom and dustpan with appropriate disinfectant
    - (2) Sanitize floor with appropriate disinfectant
    - (3) Sanitize shelves and machines with appropriate disinfectant
    - (4) Empty bin containing clean autoclave bags (outside 076A, move to Clean Cage Wash (011)
  - c) Quarterly:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
    - (2) Submit facility request to clean out dryer vent
- 2) Feed & Bedding Storage 012; Cold Feed 013
  - a) Daily:
    - (1) Sweep or vacuum floor and shelves
    - (2) Record temperature and humidity (current, high, and low) on log sheet (only 012)
    - (3) Check live traps (012)
    - (4) Organize feed and bedding
  - b) Weekly:
    - (1) Re-stock and rotate incoming feed and bedding
    - (2) Sanitize floor with appropriate disinfectant
    - (3) Empty garbage bin (012)
    - (4) Remove expired feed
  - c) Monthly: (or more often as needed)
    - (1) Empty vacuum cleaner, change vacuum filter as needed (012)
    - (2) Sanitize bedding bins, broom, dust pan and garbage can
  - d) Quarterly:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant

- 3) Kitchen 014
  - a) Daily:
    - (1) Sanitize counters and shelves with appropriate disinfectant
    - (2) Sweep floor
    - (3) Clean sink and utensils
    - (4) Empty garbage can
  - b) Weekly:
    - (1) Sanitize floor with appropriate disinfectant
    - (2) Re-stock incoming feed and remove expired feed
  - c) Quarterly:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
    - (2) Sanitize/defrost freezer
    - (3) Sanitize cabinets (inside and out)
  
- 4) Active Storage 015; Active Storage 019
  - a) Daily:
    - (1) Move items from clean cage (011)
    - (2) Sweep floor
    - (3) Organize items
  - b) Weekly:
    - (1) Sanitize floor with appropriate disinfectant
    - (2) Empty garbage can
  - c) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 5) Supply Storage 060
  - a) Weekly:
    - (1) Restock incoming supplies,
    - (2) Sweep and sanitize floor with appropriate disinfectant
    - (3) Check expiration dates
  - b) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 6) Enrichment Storage 010
  - a) Weekly:
    - (1) Restock incoming supplies
    - (2) Sweep and sanitize floor with appropriate disinfectant
  - b) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 7) Hallways (of main facility bldg. 115)
  - a) Daily:
    - (1) Sweep floor
    - (2) Mop and squeegee antimicrobial mats with appropriate disinfectant
  - b) Weekly:
    - (1) Sanitize floor with floor scrubber using appropriate disinfectant
  - c) Monthly:
    - (1) Clean floor with floor scrubber, water rinse only
  - d) Semi-annually:
    - (1) Sanitize entire hallway including walls, ceiling, guard rails, etc. with appropriate disinfectant

- 8) Necropsy Room 004A
- a) Daily:
    - (1) Empty all garbage, including biohazard
    - (2) Sweep floor
    - (3) Sanitize Counters
  - b) Weekly:
    - (1) Organize supplies
    - (2) Sanitize sink, floor and CO<sub>2</sub> chamber with appropriate disinfectant
  - c) Monthly:
    - (1) Sanitize down draft table and hood with appropriate disinfectant or cycle grates through cage washer
  - d) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
- 9) Procedure Rooms – Barrier Procedure 091, Barrier Procedure 092, Small Procedure 093, Large Procedure 094, Small Procedure 095, NCA Procedure 049
- a) Daily:
    - (1) Sweep floor
    - (2) Organize/stock supplies
    - (3) Sanitize counters with appropriate disinfectant
    - (4) Remove dirty caging if present
    - (5) Make sure gases are turned off
  - b) Weekly:
    - (1) Empty and sanitize garbage can with appropriate disinfectant
    - (2) Sanitize sinks and floor with appropriate disinfectant
    - (3) Check eye wash stations and document
    - (4) Check expiration dates and discard expired supplies
  - c) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
- 10) NHP Quarantine/Physical Exam 078
- a) Daily:
    - (1) Complete temperature and humidity log
    - (2) Sweep floor
    - (3) Organize/restock supplies
    - (4) Sanitize counters with appropriate disinfectant
  - b) Weekly:
    - (1) Empty and sanitize garbage can with appropriate disinfectant
    - (2) Sanitize sink and floor with appropriate disinfectant
    - (3) Check eye wash stations and document
    - (4) Discard expired supplies
  - c) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
- 11) Entry/gowning pods and Housekeeping Rooms – Bldg. 115 - 076A and 077D, 076B and 077F, 076C and 077E, 071 and 074 (ABSL2), 053 and 066 (Surgery/Imaging), 040 (Quarantine), 044 (Behavioral Suite); Bldg. 112 - 310 and 312
- a) Daily:
    - (1) Sweep floor
    - (2) Organize/restock supplies
  - b) Weekly:
    - (1) Empty and sanitize garbage can with appropriate disinfectant
    - (2) Sanitize sinks and floor with appropriate disinfectant

- (3) Discard expired supplies
  - c) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 12) Automatic Water 039
  - a) Daily:
    - (1) Check solution tank levels
  - b) Monthly:
    - (1) Sweep floor
    - (2) Empty and sanitize garbage can with appropriate disinfectant
    - (3) Sanitize floor with appropriate disinfectant
    - (4) Sanitize surfaces with appropriate disinfectant
  - c) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 13) Chemical Storage 038, 008A
  - a) Weekly:
    - (1) Sweep floor
    - (2) Sanitize floor with appropriate disinfectant
    - (3) Sanitize surfaces with appropriate disinfectant
  - b) Semi-annually:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 14) Carcass Holding Walk in Refrigerator 003A
  - a) Daily:
    - (1) Sweep floor
    - (2) Place carcasses from shelves with dates over 48 hours into the biohazard bin
  - b) Weekly:
    - (1) Sanitize floor with appropriate disinfectant
    - (2) Take the biohazard bin to dock and replace
    - (3) Sanitize surfaces with appropriate disinfectant
  - c) Monthly:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
    - (2) Sanitize cold box shelves
  
- 15) Dirty Cage Room 003C
  - a) Daily:
    - (1) Remove dirty cages
    - (2) Sweep floor
    - (3) Check live trap
    - (4) Empty garbage can
  - b) Weekly:
    - (1) Sanitize floor with appropriate disinfectant
    - (2) Cycle pallets through tunnel/rack washer
  - c) Monthly:
    - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant
  
- 16) Decontamination Room 052
  - a) Daily:
    - (1) Check for shipping crates
    - (2) Sanitize counters
  - b) Weekly:
    - (1) Empty and sanitize garbage can with appropriate disinfectant



- (2) Sanitize sinks and floor with appropriate disinfectant
- (3) Check eye wash stations and document
- (4) Check expiration dates and discard expired supplies
- c) Semi-annually:
  - (1) Sanitize room including ceiling, light fixtures, etc. with appropriate disinfectant

**Comments:**

These are only minimum requirements, anything requiring more frequent cleaning or attention is done on an as-needed basis.

**OFFICE USE ONLY:**

**APPROVALS**

<b>Responsible Official Signature</b>		<b>Date</b>	
		04/08/2019	
<b>QA Signature</b>		<b>Date</b>	
		04/08/2019	
<b>Version</b>	<b>Effective Date</b>	<b>Supersedes</b>	<b>Original Date</b>
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