



Animal Facility SOP 14.2 Cleaning Procedures for Personnel Areas

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- I. **Purpose: Procedures for cleaning and maintaining break areas and restrooms**
- II. **Responsibilities:** Facility Users (Staff and Researchers)
- III. **Employee Break Room: 116Q AND 116R**
 - A. Facility staff and users must keep the room clean at all times.
 - B. Table, microwave, refrigerator, and cabinet must be free of food and drink spills.
 - C. Facility staff sweep and mop the floor once a week with detergent disinfectant or more frequently if needed.
 - D. Facility staff wipe air vents, doors and door frames once a week.
- IV. **Employee restroom:**
 - A. The rest room should be kept clean at all times. The following procedures should be conducted weekly or more often if necessary using a bleach based disinfectant or equivalent disinfectant.
 - B. Wipe toilet, sinks, and counter- top
 - C. Wipe mirrors
 - D. Wipe toilet stall
 - E. Wipe lockers
 - F. Empty trash containers
 - G. Fill paper towel dispenser
 - H. Wipe air vents, door, and doorframe
 - I. Sweep and mop floor
- V. **Surgery Area:**
 - A. General Maintenance
 - a. Monthly Log surgical supplies and reorder as necessary
 - b. Every 3 months Disinfect all surfaces including ceilings and attachments with PreEmpt.
 - B. Before Surgery,
 - a. check all equipment is in proper working order and required surgical supplies are present.
 - C. After Surgery:
 - a. Clean all flat surfaces with pre-empt or equivalent disinfectant.
 - b. Dispose of full sharps containers and replace them with new containers.
 - c. Remove biohazardous waste bags and box them.
 - d. Clean all movable equipment with detergent disinfectant or equivalent.

- e. Sweep floors and then mop, clean doors and door handles.
- f. Scour scrub sink with cleanser then bleach if necessary.

VI. Mop heads and rags

- A. Use the hottest setting.
 - B. Use one-half cup to three-fourth's cup of Tide with Clorox detergent or equivalent.
 - C. Allow water to fill half way before adding mops and rags.
 - D. After completion of all cycles and after the machine turns off, place mops and rags in dryer for
 - E. fifty to sixty minutes, depending on the size of load.
- VII. **Scrubs, reusable lab coats and wraps (drapes)** are washed as above but not with mop heads and rags