

Standard operation procedure: The cleaning of storerooms, cloakrooms, corridors and laboratories in MDU

SOP nbr: 9-02

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## THE CLEANING OF STOREROOMS, CLOAKROOMS, CORRIDORS AND LABORATORIES IN MDU

### 1.0 PURPOSE

- 1.1 To ensure that storerooms, cloakrooms, corridors and laboratories are thoroughly cleaned in order to maintain the desired health status and a good working environment.
- 1.2 Clarify who is responsible for what when it comes to cleaning at KPM, IMB.

### 2.0 DIVISION OF RESPONSIBILITY

#### **Trygg Renhold cleaning duties:**

- 2.1 Trygg Renhold is responsible for the cleaning of floors and corridors.
- 2.2 Trygg Renhold is responsible for the cleaning of toilets, cloakrooms, and clean and dirty corridors in the MDU and in DU-028.
- 2.3 Trygg Renhold empties the refuse/waste on the dirty side of The Barrier, but are not allowed to enter the barrier without further training.
- 2.4 Trygg Renhold is responsible for emptying refuse/waste and for cleaning the floors in all the laboratories. Except the SOPF rooms.
- 2.5 Trygg Renhold is responsible for the weekly cleaning of the floor in DU-004 (storeroom for disposables and equipment for the laundry), DU-005 (anti-room to the storeroom), DU-006 (reception area for bedding and foodstuffs) and the autoclave room.
- 2.6 Staff on the clean side of the laundry are responsible for the weekly cleaning of door handles, door cords and access panels in corridors (except for the doors to the animal housing rooms and laboratories), of rooms used by the laundry and of the gas sluice, autoclave and air shower.
- 2.7 Staff on the clean side of the laundry are responsible for pouring a bucket of water down the drain in the floor of the clean and the dirty corridor once a week.
- 2.8 Trygg Renhold carry out a thorough annual cleaning. An order for this is sent by the Head of KPM/Operations Coordinator.



**KPM-staff duties:**

- 2.9 KPM is responsible for cleaning the shower/slucie into the Barrier (DU-040) and the toilet inside the barrier.
- 2.10 KPM is responsible for emptying refuse/waste and cleaning the floors in the Barrier and DU-044/DU-050 (SOPF room).
- 2.11 The room manager is responsible for cleaning door handles, door cords and access panels belonging to the animal housing rooms, including those opening out onto corridors.
- 2.12 The laboratory manager is responsible for cleaning door handles, door cords and access panels belonging to the laboratory, including those opening out onto corridors.
- 2.13 The laboratory manager checks the labs every Friday and carries out any necessary cleaning there. The lab coordinator monitors that this has been carried out.

**Everyones Duties:**

- 2.14 When working at the laboratory the person working there are responsible for clearing up, washing and disinfecting areas and equipment used in the laboratories.
- 2.15 Equipment should never be used/moved from room with lower health status to room with higher health status. Examples on what is **not** allowed: from MDU to the Barrier, or from dirty side to clean side. Place dirty equipment in the rack outside the laundry.



**3.0 PROCEDURE**

- 3.1 Personal protection equipment (PPE): safety glasses and chemical tolerant gloves such as Kimtech Purple Nitrile Xtra. In addition, a lab coat and full face mask with the appropriate filter can be used. Two pairs of gloves must be used when cleaning: a chemical tolerant pair on the inside and a thinner pair on the outside. The outer pair of gloves should be frequently changed.
- 3.2 Trygg Renhold cleans the corridors, toilets, cloakrooms and laboratories and empties refuse/waste on Tuesdays and Fridays. Soap and paper towels are refilled if necessary. Door handles, washbasins, toilets and floors are cleaned with soapy water. Epoxy floors should be cleaned with warm water (without soap) if not visibly dirty.
- 3.3 Trygg Renhold cleans the floor once a week in DU-004, DU-005, DU-006 and in the autoclave room.
- 3.4 Trygg Renhold cleans/dusts door handles, ventilation intakes, cupboards, paper towel holders, soap dispensers and shoe racks in the cloakrooms once a week.
- 3.5 Staff on the clean side of the laundry clean door handles, door cords and access panels (not belonging to animal housing rooms or laboratories) in the corridors once a week. Door handles in DU-004 (on the laundry side), DU-005, DU-006 and the autoclave room are cleaned with soapy water. Door cords are disinfected with 70% ethanol. Doors and other visibly dirty surfaces in the gas sluice are cleaned once a month.
- 3.6 The member of staff in charge of the storeroom cleans the door handles with soapy water and disinfects the access panel and door cord in DU-004 (the side used for disposables) with 70% ethanol.
- 3.7 The cleaning of the break area is carried out by the person who has responsibility for this task each month.



- 3.8 Staff on the clean side of the laundry pour a bucket of water down the drain in the floor of the clean and the dirty corridor once a week.
- 3.9 The users clear the workbench after completing their work, sweep the floor, clean the surfaces of benches with soapy water and then disinfect them with 70% ethanol. .
- 3.10 The laboratory manager checks the laboratories every Friday and cleans the benches, exhaust hoods, spray bottles, cupboard door handles, door cords and access panels. The surfaces must be cleaned with soapy water and then disinfected with Prochlor (or another disinfectant) or 70% ethanol. The floor is swept and refuse/waste is emptied when necessary. The exhaust cabinet and safety bench must be thoroughly washed down once a month. This must be signed for on separate lists for the purpose.
- 3.11 The laboratory manager must disinfect the floor with Virkon in laboratories used for animals with detected pathogens.
- 3.12 DU-007 is a multi-purpose room and therefore it is important to keep this room clean. The lab manager is responsible for both sides of the room and needs to clean all surfaces with soapy water at 70% ethanol, the surfaces includes: the step-over, door handles, card readers, the benches and shelves. On the dirty side: Trygg Renhold empties refuse/waste and cleans the floor and door handles. Any spillage of Virkon on the benches and floor must be removed with soapy water by the person using Virkon. The person in charge of receiving goods is responsible for disposing of the cardboard boxes.
- 3.13 Trygg Renhold carry out a thorough annual cleaning. Ventilation pipes, water pipes and light fittings are vacuum cleaned if necessary. Ventilation pipes, water pipes, light fittings, ceilings, walls and all corners of the floors are cleaned with soapy water. The windows are cleaned with a suitable cleaning agent.

#### 4.0 HEALTH, ENVIRONMENT AND SAFETY (HSE)

- 4.1 PPE: Safety glasses, chemical tolerant gloves, lab coat, full face mask with the appropriate filter.
- 4.2 If soap/disinfectant gets into your eyes, rinse the eyes thoroughly with eye wash solution. Remove contact lenses, if used. Contact a doctor.
- 4.3 If disinfectants or concentrated cleaning agents are spilt on clothes, change the affected clothes immediately and wash your skin thoroughly with water. Contact a doctor.
- 4.4 Items should never be stored directly on the floor - everything must be placed on shelves or in cupboards.
- 4.5 When using disinfectants without a fume hood, a full face mask with the appropriate filter must be worn.
- 4.6 Surplus/expired disinfectant must be placed in the waste container for this purpose and be disposed of as hazardous waste.
- 4.7 The correct type of step ladders must be used for the annual cleaning. These, and the staff involved, must be secured and staff must be given training prior to use.
- 4.8 Cleaning equipment must not be moved from an area of lower health status to rooms of a higher health status.

| Rely+On Virkon<br>Tablets                                      | CAS no.    | Pictogram   | Hazard statements  | Precautionary statements   |
|--|------------|---|--|--|
| Pentakalium-<br>bis(peroksymonosu<br>lphate)-<br>bis(sulphate) | 70693-62-8 |  | H315: Skin irritant.   | P102: Keep out of the reach of children.   |
| Malic acid   | 6915-15-7  |   | H318: Causes serious eye damage.   | P273: Avoid escape into the environment.   |
| Sulphamidic acid   | 25155-30-0 |  | H335: May cause respiratory irritation.  | P280: Use protective gloves/clothing/eye and face protection.  |
| Sodium dodecylbenzensulphonate                                 | 7727-21-1  |   | H412: Harmful to aquatic life with long-lasting effects.                                 | P305+P351+P338: IF IN CONTACT WITH EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing.   |
| Dipotassium peroksidisulphate                                  |            |   | EUH 208: Contains Dipotassium peroksidisulphate, which may produce an allergic reaction. | P310: Contact a POISON CENTRE immediately or a doctor.<br>P501: Dispose of contents/container in accordance with local, regional and national regulations. |

| Contec Prochlor      | CAS no.   | Hazard statements   | First aid measures   |
|----------------------|-----------|---|--|
| Calcium Hypochlorite | 7778-54-3 | H272: Flammable oxidant.<br>H302: Dangerous if swallowed.<br>H314: Causes serious skin burns and eye damage.<br>H400: Extremely poisonous for aquatic life.<br>EUH031: Releases poisonous gas in contact with acids | If in contact with skin: wash immediately with plenty of soap and water.<br>If in contact with the eyes: rinse the eye(s) under running water for 15 minutes. Contact a doctor.<br>If swallowed: rinse the mouth with water.<br>If fumes are inhaled: go out into fresh air. Contact a doctor. |

| Kemetyl technical ethanol 96% | CAS no. | Pictogram  | Hazard statements  | Precautionary statements   |
|-------------------------------|---------|--|--|--|
| Ethanol                       | 64-17-5 | <br> | H225: Highly flammable liquid and vapour.<br>H319: Causes severe eye irritation. | P210: Keep away from heat sources, hot surfaces, sparks, open flames and other sources of ignition.<br>P370 + P378: In the case of fire, extinguish with carbon dioxide (CO <sub>2</sub> ), foam, powder or water. |

## 5.0 EQUIPMENT AND MAINTENANCE

- 5.1 PPE: Safety glasses, chemical tolerant gloves, lab coat, full face mask with the appropriate filter
- 5.2 Soapy water
- 5.3 70% ethanol
- 5.4 Prochlor
- 5.5 Virkon
- 5.6 Paper towels/cloths
- 5.7 Mop
- 5.8 Mop stand
- 5.9 Step ladder

## 6.0 HISTORY AND EDITING

- 6.1 Written 23.01.2019 by Frøydis Kilmer
- 6.2 Amended 18.02.2021 by Frøydis Kilmer
- 6.3 Revised 25.07.2023 (Helene Tandberg)

## 7.0 REFERENCES

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