

Standard operation procedure: Cleaning of the laundry

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Created by: Frøydis Lie Kilmer

Revised by: Frøydis Kilmer

Approved by: Espen Engh

## CLEANING OF THE LAUNDRY

### 1.0 PURPOSE

- 1.1 To ensure a good level of hygiene and cleanliness in the laundry at the Section for Comparative Medicine (KPM).
- 1.2 To make sure that staff use the correct protective equipment.

### 2.0 DISTRIBUTION OF RESPONSIBILITY

- 2.1 The laundry staff are responsible for the daily and weekly cleaning of the laundry.
- 2.2 Staff on the dirty side of the laundry are responsible for cleaning the dirty side.
- 2.3 Staff on the clean side of the laundry are responsible for cleaning the clean side.
- 2.4 Trygg Renhold are responsible for the annual cleaning of the laundry.
- 2.5 Each member of staff is responsible for using the required clothing and protective equipment.
- 2.6 Each member of staff is responsible for using cleaning aids and equipment that ensure good working positions and must report any aids or protective equipment that are missing or need replacing.

### 3.0 PROCEDURE

- 3.1 Protective equipment: use inner Kimtech Purple Nitrile Xtra gloves (or other suitable gloves) that cover the arms and outer nitril gloves, a suitable facemask and sturdy shoes that will not slip on wet surfaces. A lab coat and protective glasses must be used when handling concentrated soaps and disinfection agents.
- 3.2 When cleaning the dirty side of the laundry, where a great deal of dust can be expected, a facemask of the type 1883+ or equivalent must be worn, see appendix 1. When cleaning the clean side of the laundry, a P3-maske, such as 9332+, should be used, see appendix 2. Protective glasses should also be worn.
- 3.3 In addition, a facemask with an A1/P1 filter is recommended when handling Virkon. A facemask with an A2 filter is recommended when handling ethanol.
- 3.4 Place the facemask in a closed and labelled bag when not in use. Change the outer nitril gloves frequently. Wash your hands once work is completed.
- 3.5 Objects should never be stored directly on the floor - all items must be stored on shelves or in cupboards.
- 3.6 Cleaning equipment must not be moved from areas of a lower health status to rooms of a higher health status.



- 3.7 Virkon should be diluted by using one tablet per 0.5 litre of water. Virkon should be pink in colour. Expired residues of Virkon (pale pink or colourless) must not be poured into the sink, but should be collected in a container and disposed of as hazardous waste (contact the HSE Coordinator at KPM).

#### **Daily cleaning of the dirty side of the laundry**

- 3.8 Transport racks with cages that have been changed must be put on the dirty side of the laundry by 14.30 at the latest and be emptied before you leave the area. Trolleys with equipment that arrive after 14.30 can remain there until the following day. Other equipment should be cleared away as much as possible. All cages must be cleaned on Friday - none should be left until after the weekend.
- 3.9 Benches, including the emptying machine for litter, should be cleaned with soapy water at the end of the day. When leaving the premises, make sure there are no pools of water on the benches or on the floor.
- 3.10 All feeding baskets, running wheels etc. that have been soaking in the sink, must be put through the tunnel washing machine on the same day. The sink must be cleaned.
- 3.11 Sweep the floor so that litter and other debris are not left there until the next day.
- 3.12 Lab coats must be changed daily. Place the dirty coats in a plastic bag disinfected with 70% ethanol on the dirty side of the laundry. Put the coats into the dirty linen containers outside the cloakrooms.

#### **Daily cleaning of the clean side of the laundry**

- 3.13 Tidy the premises. Racks that are not yet assembled should be put to one side.
- 3.14 Brush all surfaces clean and sweep the floor.

#### **Weekly cleaning of the dirty side of the laundry**

- 3.15 The tunnel washing machine, litter and refuse emptying machine, rack washer and bottle washer must be emptied and cleaned every Wednesday and Friday. The tunnel washing machine must also be emptied if cages and equipment labelled "With infection" (i.e. from the housing room containing infections) or equipment labelled "Hazardous" (i.e. equipment from the TOX room DU-008A) have been cleaned in it. NB: the tunnel washing machine must not be cleaned manually!
- 3.16 Tunnel washing machine: empty the water and remove and clean the top, filters and other parts. Hose down the inside of the machine.
- 3.17 The litter and refuse-emptying machine can be partly cleaned manually. Remove and vacuum clean the filters. Use a brush to clean the rest of the machine.
- 3.18 The rack washer and bottle washer are auto-cleaned when started by means of an integrated cleaning programme.
- 3.19 Benches and other surfaces that are used daily must be cleaned with soapy water and disinfected with a suitable disinfectant every Friday. Virkon, if used, must be left to work for 30 minutes before being rinsed away.
- 3.20 The floor must be cleaned twice a week: on Wednesday with soapy water and on Friday with soapy water and then with a suitable disinfectant. Rinse the mop well with clean water or change it before starting to use a new product. Virkon, if used, must be left to work for 30 minutes before being rinsed away. Wash the mop after use.

**Weekly cleaning of the clean side of the laundry**



- 3.21 Benches and other surfaces must be cleaned with soapy water and disinfected with 70% ethanol every Friday.
- 3.22 On Friday, the floor must be cleaned with soapy water and then with a suitable disinfectant. Rinse the mop well with clean water or change it before starting to use a new product. Virkon, if used, must be left to work for 30 minutes before being rinsed away. The used mop must be placed on the dirty side of the laundry.



**Annual cleaning of the clean and dirty sides of the laundry**

- 3.23 The annual cleaning is carried out by Trygg Renhold. Ventilation pipes, water pipes and light fittings are vacuum cleaned if necessary. Ventilation pipes, water pipes, light fittings, ceilings, walls and all corners and parts of the floor must be cleaned with soapy water. The annual cleaning begins on the clean side and progresses to the dirty side. Equipment must never be moved from the dirty to the clean side.
- 3.24 An annual clear-up is carried out by KPM on the Institute's Clean-up Days. Chemicals past their expiry date must be disposed of as hazardous waste (contact the HSE Coordinator at KPM). Equipment no longer needed is removed.

**4.0 HEALTH, SAFETY AND THE ENVIRONMENT (HSE)**

- 4.1 Laundry staff must have received thorough training in the use of equipment, PPE and cleaning aids.
- 4.2 Laundry staff must be trained in the use of Chemical Manager so that they can find and refer to the safety and protection sheets for the chemicals they use.
- 4.3 Protective equipment: Kimtech Purple Nitrile Xtra inner gloves (or other suitable gloves) that cover the arms and outer nitril gloves, a suitable facemask and sturdy shoes that will not slip on wet surfaces. A lab coat and protective glasses must be used when handling concentrated soaps and disinfectants.
- 4.4 When cleaning the dirty side of the laundry, where a great deal of dust can be expected, a facemask of the type 1883+ or equivalent must be worn, see appendix 1. When cleaning the clean side of the laundry, a P3-maske, such as 9332+, should be used, see appendix 2. Protective glasses should also be worn.
- 4.5 In addition, a facemask with an A1/P1 filter is recommended when handling Virkon. A facemask with an A2 filter is recommended when handling ethanol.
- 4.6 Clothing soiled by disinfectants or concentrated cleaning agents must be changed immediately. Rinse your skin thoroughly and contact a doctor if necessary.
- 4.7 If disinfectants get into the eyes, rinse your eyes thoroughly and contact a doctor.
- 4.8 Residues of disinfectants, such as Virkon passed its expiry date, must be put into a suitable container and disposed of as hazardous waste.
- 4.9 Suitable and secure stepladders must be used for carrying out the annual cleaning to ensure the safety of staff.

Rely+On Virkon Tablets	CAS no.	Pictogram	Hazard statements	<a href="#">Precautionary statements</a>
Pentakalium-bis(peroksymonosulphate)-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	5329-14-6		H335: May cause respiratory irritation.	P280: Use protective gloves/clothing/eye and face protection.
Sodium dodecylbenzensulphonate	25155-30-0		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	7727-21-1		EUH 208: Contains Dipotassium peroksidisulphate, which may produce an allergic reaction.	P310: Contact a POISON CENTRE immediately or a doctor. P501: Dispose of contents/container in accordance with local, regional and national regulations.

Ethanol	CAS no.	Pictogram	Hazard statements	Precautionary statements
Ethanol	64-17-5	 	H225: Highly flammable liquid and vapour. H319: Causes severe eye irritation.	P210: Keep away from heat sources, hot surfaces, sparks, open flames and other sources of ignition. Smoking forbidden. P280: Use protective gloves/clothing/eye protection/face shield. P305+P351+P338: IF IN CONTACT WITH THE EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing. P370+P378: In case of fire, extinguish using foam, carbon dioxide, dry powder or water spray. P403+P235: Store in a cool, well-ventilated place.

				P501: Dispose of contents/container in accordance with national regulations.
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## 5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Soapy water (Taski Jontec Allrent)
- 5.2 Virkon (or other suitable disinfectant)
- 5.3 70% ethanol
- 5.4 Mops and mop stand
- 5.5 Lab coat, hair net, gloves, facemask, protective glasses, sturdy shoes

## 6.0 HISTORY OF EDITING

- 6.1 Written by Frøydis Kilmer 29.01.2019
- 6.2 13.07.2021 (Frøydis Kilmer)
- 6.3 23.09.2021: update concerning the use of facemasks (Frøydis Kilmer)

## 7.0 REFERENCES

- 7.1 Virkon: [EcoOnline - Chemical Manager](#)
- 7.2 Ethanol: [EcoOnline - Chemical Manager](#)

Appendix 1



[Disposable particle filtering respirators, FFP3, health care, Aura™ 1883+ | VWR](#)

Appendix 2



[Disposable particle filtering respirator, FFP3, Aura™ 9332+ | VWR](#)