

SOP #: 308.02Title: **SOP -** Maintenance of Animal Rooms & Common Areas of the Animal Facility

Approvals:

Attending Veterinarian

Date:

IACUC Chair

Date:

1. Purpose

1.1 The purpose of this SOP is to insure that the general maintenance of the Animal Facility is kept up to standards set by the Animal Welfare Act, The Guide for the Care and Use of Laboratory Animals, FDA, OSHA, AAALAC and IACUC.

2. Responsibility

2.1 ACF Personnel

3. Definitions

3.1 ACF - Animal Care Facility

4. Guidelines

4.1 Safety:

- 4.1.1 Always use personal protective equipment appropriate to the cleaning agent used and area being cleaned.
- 4.1.2 When mopping, always use the yellow caution signs to alert others of a wet floor.
- 4.1.3 Access to animal rooms is restricted and an entry card or key is required.

4.2 Animal Housing Room

4.2.1 General Cleaning - Daily

- 4.2.1.1 Use an approved cleaner to wipe down table, sink and hoods.
- 4.2.1.2 Use 70% alcohol to wipe electronic equipment and door handles.
- 4.2.1.3 Read and record temperature and humidity and cleaning activities on the appropriate room log. (Acceptable temperature range is 68° F to 79° F for rodents. The acceptable humidity range is 30-70%). If the humidity or temperature levels are out of range, contact the Attending Veterinarian.
- 4.2.1.4 Inspect and clean the ventilated rack pre-filter once per month
- 4.2.1.5 Record cage air changes from the digital display in the Rodent Room Maintenance form. Inspect if any warning lights are lit on the blower unit.

4.2.2 Complete Clean – semi-annually

- 4.2.2.1 Remove all animal cages and equipment from room.
- 4.2.2.2 Remove contents from bedding, food and trashcans and send cans through cage washer.
- 4.2.2.3 Clean and sanitize room ceilings, floors, walls, door, counter, and fixtures with sanitizing foamer, hand sprayer, sponge mop, or paint roller according to SOP ACF 308 current revision - Maintenance of Animal Rooms & Common Areas of the Animal Facility.
- 4.2.2.4 Using a quaternary ammonia disinfectant, and a designated mop head and mop handle marked for mice/rat/rabbit room only, mop floor and air dry. Roll items to opposite side and mop the remaining floor. Once the floor has dried replace equipment
- 4.2.2.5 Clean inside of light fixtures with 70% alcohol.
- 4.2.2.6 Wash walls and ceiling with a quaternary ammonia disinfectant
- 4.2.2.7 Complete clean is done no less that 7 days prior to arrival of animals with a quaternary ammonia disinfectant.
- 4.2.2.8 Collect environmental samples as per SOP ACF 309 current revision - Monitoring the Effectiveness of Sanitization in the Animal Facility.
- 4.2.2.9 Return animals and equipment to room.
- 4.2.2.10 Initial completed tasks on Rodent or Rabbit Room Maintenance form.
- 4.2.2.11 Supervisor collects and reviews all animal room door sheets.

4.3 Pre-OP and Surgery Room

4.3.1 General Cleaning

- 4.3.1.1 All hoods are cleaned with an approved cleaner and bench tops disinfected with 70% alcohol.
- 4.3.1.2 Roll any items on wheels away from the walls and to one side of the room. Using one cup of bleach per gallon of water and a designated mop head with a marked mop handle (surgery room only), mop the floor and allow floor to dry completely.
- 4.3.1.3 Roll surgical tables and surgical trays back to the other side of the room and mop the rest of the floor. Once the floor is dry, place all items in their proper spot and close the door.
- 4.3.1.4 The trash is emptied, and autoclaved if needed. A new liner is placed in the trash container.
- 4.3.1.5 Record all cleaning activities on the appropriate log form.
- 4.3.1.6 Frequency:
 - 4.3.1.6.1 before and after any regulated animal procedure.
 - 4.3.1.6.2 after any procedure performed in rodents
 - 4.3.1.6.3 once a month if no procedures are planned.

4.3.2 Complete Cleaning

- 4.3.2.1 Using an approved cleaner and wipes, wipe all tables, sinks, doors, and countertops thoroughly. Using bleach (one cup per gallon of water) or equivalent cleaner and the designated sponge mop to clean the ceiling, overhead lights and walls.
- 4.3.2.2 To clean counter tops, remove all items from top and sanitize. Make sure all areas are completely dry before replacing items to the counter top. Disinfect the hoods first.
- 4.3.2.3 Use 70% alcohol solution to disinfect the telephone, door handles, and all work surfaces.
- 4.3.2.4 Clean the surgical lamps with bleach water (per 8oz gallon) making sure to clean the entire fixture.
- 4.3.2.5 Use glass cleaner on the windows.

- 4.3.2.6 Roll any items on wheels away from the walls and to one side of the room. Using a quaternary ammonia disinfectant and a designated mop head with a marked mop handle (surgery room only), mop the floor and allow floor to dry completely. Roll surgical tables and surgical trays back to the other side of the room and mop the rest of the floor. Once the floor is dry, place all items in their proper spot and close the door.
- 4.3.2.7 Post sign to notify if pre-surgery cleaning is completed and cover supply tables with sterile drape. Anyone entering prepped area must be wearing gloves, mask, head cover, clean lab coat, shoe covers. Any items/supplies taken into prepped surgical room must be wiped down with 70% alcohol to minimize carry over with the exception of autoclaved items.
- 4.3.2.8 If room has undergone a complete cleaning without a planned procedure, no sign is needed.
- 4.3.2.9 Change tacky mat as needed.
- 4.3.2.10 Trash is emptied as needed.
- 4.3.2.11 Record cleaning activities on appropriate log form.

4.4 Hallways Cleaning:

4.4.1 General Cleaning

- 4.4.1.1 Clean the hallways with a sweeper machine using a quaternary ammonia (weekly),
- 4.4.1.2 If used, tacky mats should have the top layer peeled off daily (if not more frequent when layer is soiled).

4.4.2 Complete Cleaning

- 4.4.2.1 Consists of washing the walls with a quaternary ammonia disinfectant in addition to the tasks described at 4.4.1.
- 4.4.2.2 Cleaning the lights and vents.
- 4.4.2.3 Frequency: once every 6 months.

5. References

5.1 N/A

6. Revisions

6.1 Annual Review 2013: Modified the frequency of complete clean of various areas.