STANDARD OPERATING PROCEDURE # FDO 3.102

Subject: External Cigarette Urn Cleaning

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of the external campus cigarette urns. Urns will be cleared of any debris daily. Sand will be refreshed at the end of Spring and Summer semesters and replaced annually before the Winter Break.

Procedure:

- Clean urn daily as part of routine cleaning by removing debris using the provided sand scoop.
- Wipe the inside and outside of the bucket weekly.
- Refresh by removing the top 2 to 3 inches of sand and replacing with fresh sand at the end of Spring and Summer semesters.
- Total replacement of sand should be done prior to the Winter Break. Remove all contents of the bucket, clean the bucket inside and out, place the rocks and membrane material back in the bucket as they were, add fresh sand to proper level.

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