



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective February 1, 2006, Revised March 9, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.006

Subject: Cleaning Laboratories in Building 13, 58, 58A, 58B, 58C, 83 and any other Laboratory with Chemicals

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of the teaching and research laboratory facilities in Building 13, 58, 58A, 58B, 58C, 83 and any other laboratory with chemicals.

Procedure: Teaching Laboratories: These rooms will be cleaned every work day. Teaching laboratories will be dust mopped on alternate days and damp mopped weekly. Trash cans will be emptied daily and paper towel holders refilled. Clean windows, doors, walls and dust at least once per week.

Note: It is the responsibility of the teaching staff (Faculty, Instructors, TA's etc. to put away equipment, chemicals and supplies at the end of each week's lab session.

Safety equipment required: Do not enter a teaching laboratory while class is in progress without safety glasses or goggles and gloves (latex, vinyl or nitrile). Wear safety items while cleaning any laboratory area.

Procedure: Research Laboratories: Trash cans will be emptied daily and paper towel holders refilled. Floors or counters are **not** to be cleaned without the express permission or request of the supervising faculty member. Contact information is posted on the outside of the door of these rooms.

Note: It is the responsibility of the laboratory staff to clear floors and counters of any obstructing items prior to the room being cleaned. All sensitive equipment, chemical and biological should be secured prior to beginning the work. (Recommended wait time for disinfectant to clean is 10 minutes unless otherwise directed by supervisor.)

Safety equipment required: Do not enter a research laboratory when occupied without safety glasses or goggles and gloves (latex, vinyl or nitrile). Wear safety items while cleaning any laboratory area.

High Dusting

Perform weekly

Equipment needed: lambs' wool.

- Use lambs' wool, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.



Empty Trash Container

Perform daily

Equipment needed: liner, trash barrel, gloves, Green Earth Disinfectant

- Remove old liner and tie
- Dump into barrel
- Replace liner; leave a spare liner on the side.

Clean trash container weekly

- Clean trash container using Green Earth Disinfectant

Spot Clean Interior Walls and Doors

Perform Daily

Equipment needed: Wypall, Green Earth Peroxide Cleaner, lambs' wool, Green Earth Degreaser, Stainless Steel Cleaner.

Doors:

- Dust with lambs wool around door jamb
- Check for spots, spray spots with Green Earth Peroxide and wipe clean
- Use Green Earth Degreaser Cleaner, for greasy spots
- Clean metal kick plate (bottom of door) with Stainless steel cleaner

Walls: Check for spots.

- Spray spots with peroxide cleaner and wipe clean. Repeat as needed.
- Properly clean and store all equipment used.

Clean Windows

Perform once a month

Equipment needed: Wypall, lambs wool, Green Earth Peroxide cleaner

- Dust sills and frame with lambs wool
- Remove tape and adhesives
- Spray surfaces with Green Earth Peroxide cleaner
- Squeegee and wipe

Dust Mop Resilient Tile

Perform on alternate days

Equipment needed: broom, dust mop, dust pan, scraper, trash receptacle, Green Earth floor cleaner

Procedure:

- Use broom to remove dirt, dust and debris from against walls and corners.
- Use dustpan and broom to remove debris. Dispose of debris.
- Remove gum using scraper. Use Green Earth Floor Cleaner on remaining spot if needed.
- Using dust mop, sweep tiled area.
- Clean all equipment used and store properly.



Damp Mop Resilient Tile

Perform weekly

Equipment needed: Wet-Floor signs, white cotton mop, Green Earth floor cleaner, and bucket/wringer

- Dust-mop as described above.
- Fill bucket ½ full of solution from chemical dispensing system using Green Earth Floor Cleaner.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Every 6 foot by 6 foot area rinse mop and wring out.
- Repeat until floor is finished.
- Remove equipment used and store properly.
- Clean mop and bucket and store properly.
- Remove Wet-Floor signs when floor is dry.

Notice: See attached Building Services Task Frequencies Checklist and Environmental Health & Safety Laboratories Requirements.

Developed by: Buildings & Grounds Management

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