1. PURPOSE

These guidelines describe how to draft a cleaning and maintenance program for a Faculty of Science Technical Area.

2. SCOPE

The guidelines apply to all staff in all Science Technical Areas; including Laboratories, clinics yards, glasshouses etc.

Division of Facilities Management (DFM) cleaning staff or contractors are not to enter gene technology facilities at PC2 or greater, quarantine facilities (AQIS) or Security Sensitive Biological facilities (SSBA).

3.0 RESPONSIBILITIES

Laboratory Manager:
- implementing a cleaning roster and ensuring that the tasks are completed
- ensuring that the assets are serviced and calibrated according to accreditation, standards and regulatory guidelines
- implementing a system that identifies and documents any asset that is hazardous, needs accreditation, or is required to meet standards and regulations
- implementing a system to repair any damaged asset
- organising regular servicing in collaboration with members of their technical area committee
- managing assets in the BEIMS system
- ensuring annual stocktaking is conducted and recorded
- logging BEIMS requests to the Department of Facilities Management for maintenance requirements that are structural, for fixed equipment or trade related
- Logging BEIMS requests when safety hazards are identified
- Implementing appropriate induction to cleaning or contractor staff where required

Technical Staff:
- maintaining the workplace in a clean and tidy manner on a daily basis
- completing the rostered tasks
- the maintenance and cleaning of the assets and equipment and the work area
- informing the laboratory manager of any safety hazards related to equipment or work areas

NOTE:

The Faculty
The faculty of Science from time to time may implement at its discretion university wide service and maintenance contracts. These do not relieve the lab manager of the responsibility of ensuring the service and maintenance of equipment in their charge.

4.0 GUIDELINES

The Faculty requires supervisors to use a documented system for cleaning and maintenance of their work area and the equipment within their area of responsibility. The supervisor is responsible for the routine maintenance of assets and equipment, so they are regularly cleaned and safely maintained.

Cleaning and maintenance and its documentation are in addition to the workplace inspections that are conducted twice annually as a requirement under the OHS Act 2000.

4.1 Cleaning in Physical Containment Facilities

General PC2 facilities can be cleaned (ie floors, windows, sinks) by general cleaning staff following an appropriate induction.
PC2 Gene technology labs (OGTR), AQIS and SSBA facilities are NOT to be cleaned by general cleaning staff. All cleaning in these areas must be rostered to staff working in the area.

4.2 Roster

The Laboratory Manager shall produce the roster appropriate to their equipment, workspace and working hours. They are responsible for ensuring the occupants of the laboratory perform the task and complete the checklists. All persons working in the area (including researchers and academics where appropriate) shall be expected to participate in the roster. It is advisable that at a nominated time of the week all workers are to attend to their allocated task from the weekly cleaning schedule. The checklist for each week should be signed on the completion of the tasks.

4.3 Equipment Maintenance

Each item of equipment that requires regular maintenance and/ or cleaning should have a separate Maintenance Log Equipment.

This should be kept in a plastic sleeve or folder located on or adjacent to the item of equipment. Procedures for the frequency of maintenance and cleaning should be written as part of the Standard Operating Procedure (equipment) or as a separate SOP for maintenance procedures, depending on the complexity of the equipment. The Standard Operating Procedures Documentation is a useful reference when writing SOP's.

Smaller items of equipment not requiring additional maintenance can be listed on a separate cleaning checklist based on their frequency of cleaning (ie the monthly or semester schedule).

Safety showers and eye or face washes have specific checklists as documented in the Eyewash and safety shower compliance Procedure. There is a Maintenance Checklist Safety Shower weekly and also a Maintenance Checklist Safety Shower Flowrate for which the regularity of testing shall be dependant on the usage of the laboratory.

4.4 Documentation

4.4.1 Tasks

It is expected that the workplace be maintained in a clean and tidy state and that mess or rubbish not be allowed to accumulate. The tasks for good housekeeping should be listed. These can be daily if required, but must be at least weekly. Tasks should be documented as an SOP (ie SOP for daily cleaning of room A) where required. It is not intended that tasks for daily cleaning be signed off. All areas should be left in a tidy and clean manner at the completion of work or at the end of the day.

4.4.2 Weekly Checklists

Produce a proforma checklist with the tasks listed and a column to sign at the completion of the task that can be printed off each week. It may also be necessary for the laboratory manager to roster staff to perform particular tasks or it may be on a rotation. A Maintenance Checklists- Weekly and Maintenance Log – Cleaning
Checklist is available for download from the webpage. A Maintenance Checklist Safety Shower weekly is available on the website.

Table 2 List of weekly tasks

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Procedure or list the SOP no.</th>
<th>Comments</th>
<th>Action Required (Request in BEIMS if needed)</th>
<th>signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Face/Eye wash and Shower</td>
<td>Weekly safety shower/facewash check</td>
<td>Eye wash and shower procedure</td>
<td>Fill in checklist log</td>
<td></td>
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<tr>
<td>All Waste</td>
<td>Check waste segregation prior to disposal</td>
<td>Hazardous Waste Procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Waste</td>
<td>Remove and autoclave all biological waste</td>
<td>SOP</td>
<td>Complete waste record /autoclave logbook. Document in biologicals register</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4.3 Accreditation or compliance testing

A list of assets and equipment requiring annual certification and servicing is required. You can use Maintenance logs - annual servicing and certification. Assets that require testing for compliance or accreditation should be documented and also noted on the Faculty’s Asset Management data base (BEIMS). This allows notification to be given to the Laboratory Manager of upcoming compliance testing. Records of certification for assets and equipment are required to be kept in the laboratory records for a nominated period of time, as listed in table 3.

Table 3 Accreditation records

<table>
<thead>
<tr>
<th>Item</th>
<th>Validated required</th>
<th>Service required</th>
<th>Keep records for</th>
</tr>
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<tbody>
<tr>
<td>Autoclave</td>
<td>Annually</td>
<td>Certified &amp; accredited service ** must include calibration of the thermocouple and safety valves</td>
<td>5 years</td>
</tr>
<tr>
<td>Autoclave Pressure Vessel inspection</td>
<td>Every 2 years</td>
<td>Certified &amp; accredited service</td>
<td>5 years</td>
</tr>
<tr>
<td>CSU Biosafety Committee</td>
<td>Annually</td>
<td>CSU Biosafety Committee</td>
<td>5 years</td>
</tr>
<tr>
<td>Fume Hood</td>
<td>Annually</td>
<td>Certified &amp; accredited service (Natalie Allison at CSU is certified)</td>
<td>5 years</td>
</tr>
<tr>
<td>Biosafety Cabinet</td>
<td>Annually</td>
<td>NATA **must include containment efficiency</td>
<td>5 years</td>
</tr>
<tr>
<td>Drainage Backflow Risk assessment</td>
<td>Annually</td>
<td>Licensed &amp; accredited plumber</td>
<td>5 years</td>
</tr>
<tr>
<td>Electrical Equipment (tag &amp; test)</td>
<td>Annually</td>
<td>Licensed and accredited tester</td>
<td>The life of the asset</td>
</tr>
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</table>
4.4.4 Laboratory Clearance Form

Prior to maintenance or cleaning by an external contractor, tradesperson or non-technical staff, being performed on any major asset or part of a facility the *Maintenance and Building Works Clearance Procedure* should be implemented. The workers should be inducted into the facility and the associated *Maintenance and Works Clearance Form* issued by the facility or laboratory manager to allow the required work to commence. Biological Facilities also require an additional *Biological Clearance Form* to be completed, as do Radiation Laboratories with a *Clearance for Maintenance Work Within/To a Radiation Facility Form*.

5.0 RELATED DOCUMENTS AND FORMS

Procedures
*Eyewash and safety shower compliance Procedure*
*Maintenance and Building Works Clearance Procedure*
*Standard Operating Procedures Documentation*

Forms
*Clearance for work Within/to a Biological Facility* - *Biological Clearance Form*
*Clearance for Maintenance Work Within/To a Radiation Facility* - *RSC 12 (doc)* - *RSC 12 (pdf)*
*Maintenance and Works Clearance Form*
*Maintenance Log Equipment*
*Maintenance Checklist Safety shower Flowrate*
*Maintenance Checklists - Weekly*
*Maintenance Checklist Safety Shower weekly*
*Maintenance Log – Cleaning Checklist*
*Standard Operating Procedure (equipment)*

Table of amendments

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<td>Draft</td>
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<td>1.0</td>
<td>9/2011</td>
<td>Charles Svenson – Manager University Laboratories</td>
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