

Title: <i>Housekeeping</i>	SOP No.: 50-101	Version: 1
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1.0 Purpose:

The purpose of this standard operating procedure (SOP) is to explain the proper procedures for providing a clean and safe environment in the elephant ward.

2.0 Scope/Responsibility:

These procedures are to be followed by all staff responsible for cleaning animal rooms, hallways and support areas within the elephant ward.

3.0 Materials:

Brooms
Dust pan
Mops
Mop bucket
Disinfectant
Hose
Squeegee
Gilmour sprayer
Rubber boots
Lab coat
Gloves
Goggles
Mask
Mild Dish Soap
Room Monitor Sheets
Wet Floor signage

4.0 Daily Procedure:

- 4.1 Check to ensure animal rooms, procedure rooms and storage rooms are free of clutter, unnecessary storage of equipment, and trash
- 4.2 Check to ensure items are not stored directly on the ground
 - 4.2.1 All items must be stored in the mobile carts or in the cabinets elevated above the floor
- 4.3 Using the designated broom and dust pan for each area, sweep the floors
 - 4.3.1 Be sure to sweep the corners and underneath all carts and cabinets
- 4.4 Initial Room Monitoring sheet when tasks are completed

5.0 Weekly Procedure:

- 5.1 Check cleaning utensils to ensure they are not dirty or worn
 - 5.2.1 Dirty utensils must be cleaned or replaced as needed

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5.2.1.1 Mop heads can be cleaned in the department washer and dryer

5.2.1.2 Dust pans and mop buckets can be cleaned with mild dish soap and hot water

5.2.2 Worn items must be discarded and replaced as needed

6.0 Monthly Procedure:

6.1 Disinfect hallways

6.1.1 Wear rubber boots, lab coat, gloves and goggles

6.1.2 Sweep floors and dispose of dirt and trash on the floor

6.1.3 Fill Gilmour sprayer with Clorox

6.1.4 Set Gilmour sprayer dial to 10 to deliver 10% Clorox solution and spray entire floor

6.1.5 Use squeegee to remove excess water on floors

6.1.6 Place wet floor signage to alert other staff to wet floors

6.1.7 After floors have dried remove signage

7.0 Quarterly Procedure:

7.1 Disinfect the animal rooms includes walls, floors and ceilings

7.1.1 Follow steps 6.1.1 through 6.1.7 for disinfection instructions

7.1.1.1 When spraying, include the walls and ceiling in addition to the floors

7.1.2. Elephants must be moved to another room during room disinfection (refer to Elephant Husbandry SOP)

8.0 Reference List (exceptions to the *Guide*):

8.1 Elephants are on a behavior study and will not receive environmental enrichment as outlined in protocol 222222 (would be listed under Elephant Husbandry SOP)

9.0 Appendix/Attachments:

9.1 Room Monitoring Sheet

Revision History:

Revision	Author	Revisions Made	Effective Date
01	Sherrri Goss	• New SOP	3/4/2010

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