**Local cleaning instructions ** Genetic engineering laboratory

The following procedure must be observed when cleaning the genetic engineering laboratory class 1, **xx.xx**

A trained cleaner takes care of daily cleaning and a trained window cleaner takes care of window cleaning.

Before cleaning

* The cleaning trolley must be left outside the laboratory. Window cleaning equipment must be sanitised before bringing it into the lab.
* Bring moist disposable cloths and mops. All cloths, mops and sponges may only be used in the respective classified laboratory area.
* Wear a lab coat and disposable gloves.

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| --- | --- |
| Cleaning supplies/clothing | Location |
| Cleaning supplies |
| Shaft | Inside the door at |
| Lab coat | Inside the door at |
| Disposable gloves | Available in the room |

# Daily cleaning

* Cleaning of cleared sinks and the table around the sink. Limescale remover and sponges are available in the lab.
* Fingerprint removal on glass doors
* Cleaning cleared windowsills
* Floor cleaning (follow the door labels that indicate the day(s) of the week with an \*)
* Replenishment of paper towels and soap dispensers
* Remove waste bags (black sacks or bucket bags) with normal waste and place a new bag
* Top up with limescale remover and clean sponge as needed.

# After work

* Clean used sponges and leave them to dry in the plastic box labelled ‘cleaning’ (Danish: ‘rengøring’). Alternatively, dispose of them in the yellow bins labelled ‘Genetic Engineering Waste Class 1’ (Danish: ‘Genteknologisk affald klasse 1’) as needed.
* Dispose of used disposable cloths and mops in the yellow bins labelled ‘Genetic engineering waste class 1’ (Danish: ‘Genteknologisk affald klasse 1’).
* Dispose of used disposable gloves and disposable chamois in the yellow bins labelled ‘Genetic engineering waste class 1’ (Danish: ‘Genteknologisk affald klasse 1’) by the exit.
* Sanitise remedies for window cleaning.
* Hang lab coat in place. Lab coats with spilled liquid must be handed over to lab staff.
* Wash your hands.

**Contact persons**

If there is a need to use a mobile phone, this must be done outside the laboratory according to the following instructions: Remove gloves, wash hands, then leave the lab to answer or make a call.

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| Role | Name | Contact details |
| Contact person outside normal working hours |
| Cleaning Manager | Ann-Sølvi B. Hansen | (+45) 60111816 DK-F-ISS-SDU@dk.issworld.com |
| Head of Window Cleaning | Michael Holst Søndergaard | (+45) 23380800 michael.sondergaard@dk.issworld.com |
| Lab contact |
| Head of research |
| Health and safety representative |
| Head of department |
| Responsible for cleaning tender | Technical Services | (+45) 65508888 8888@sdu.dk |