



| | | |
|----------------------------|--------------------|-----------------|
| Laboratory Cleaning | Identifier: | CSP-0006 |
| | Revision: | 0 |
| | Page: | 1 of 3 |

| | | |
|--------------------------|---------------------|----------------------------|
| ISU Chemistry Department | Stockroom Procedure | Effective Date: 05/01/2020 |
|--------------------------|---------------------|----------------------------|

1. INTRODUCTION

This procedure provides guidance for cleaning the various teaching laboratories in the ISU Chemistry Department on a daily, weekly, and semester basis.

2. PRECAUTIONS AND LIMITATIONS

- 2.1. Use caution when cleaning unknown spills.
- 2.2. Wear proper personal protective equipment (PPE).

3. APPARATUS AND MATERIALS

- 3.1. Paper towels
- 3.2. Green scrubber
- 3.3. Duster

4. REAGENTS

- 4.1. Versa Clean soap
- 4.2. Window cleaner
- 4.3. Sodium bicarbonate, 5%

5. INSTRUCTIONS

- 5.1. Daily
 - 5.1.1. Check work benches
 - 5.1.1.1. Wipe any spills.
 - 5.1.1.2. Wash community glassware.
 - 5.1.1.3. Put glassware away.
 - 5.1.2. Check balances
 - 5.1.2.1. Wipe or brush the interior clean.
 - 5.1.3. Check hotplates
 - 5.1.3.1. Unplug if necessary.
 - 5.1.3.2. Wipe clean if necessary.
 - 5.1.4. Check that gas valves are closed.
 - 5.1.5. Refill paper towels as needed.
 - 5.1.6. Refill soap as needed.
 - 5.1.7. Refill bicarbonate as needed.
 - 5.1.8. Check sinks



| | | |
|----------------------------|--------------------|-----------------|
| Laboratory Cleaning | Identifier: | CSP-0006 |
| | Revision: | 0 |
| | Page: | 2 of 3 |

| | | |
|--------------------------|---------------------|----------------------------|
| ISU Chemistry Department | Stockroom Procedure | Effective Date: 05/01/2020 |
|--------------------------|---------------------|----------------------------|

5.1.8.1. Wipe inside

5.1.8.2. Rinse

NOTE: *Laboratory TA's are responsible for steps 5.1.1-5.1.4. If this is not being done notify the stockroom manager(s).*

5.2. Weekly

5.2.1. Wipe clean all work and side benches with glass cleaner.

5.2.2. Clean all balances as directed in CSP-0003.

5.2.3. Wipe the inside of fume hoods.

5.2.4. Wipe waste containers as needed.

5.2.5. Clean waste secondary containment waste tubs as needed.

5.2.6. Replace waste containers as needed using CSP-0015.

5.2.7. Restock paper towels under sinks as needed.

5.2.8. Refill glass cleaner as needed.

5.2.9. Refill acetone squeeze bottles (Room 250 and 251).

5.2.10. Clean and restock blue bins of common supplies (Room 250 and 251).

5.2.11. Wipe containment trays on the side benches (Room 250 and 251).

5.2.12. Bring glassware in "Lost and Found" bins to stockroom for washing (Room 250 and 251).

5.2.12.1. Return washed glassware to stockroom shelves.

5.3. Semester End

5.3.1. Clean the inside and outside walls/sash of fume hoods.

5.3.2. Scrub hot plate surfaces with a green scrubber and glass cleaner.

5.3.3. Wipe down digital thermometers.

5.3.4. Wipe down Meltemp (Room 250 and 251).

5.3.5. Wipe the inside and outside of ovens.

5.3.6. Wipe or dust the insides of storage cubbies.

5.3.7. Wipe or dust the shelving and window sills.

5.3.8. Run goggles through the dishwasher.

5.3.9. Check community glassware supplies.

5.3.9.1. Wash as necessary.

5.3.9.2. Restock as necessary.

5.3.10. Drain water in recirculating pumps (Room 250 and 251).



| | |
|----------------------------|--|
| Laboratory Cleaning | Identifier: CSP-0006 Revision: 0 Page: 3 of 3 |
|----------------------------|--|

| | | |
|--------------------------|---------------------|----------------------------|
| ISU Chemistry Department | Stockroom Procedure | Effective Date: 05/01/2020 |
|--------------------------|---------------------|----------------------------|

- 5.3.10.1. Replace tubing as needed.
- 5.3.11. Place filter paper from “Used Filter Paper” containers into plastic bag (Room 250 and 251).
 - 5.3.11.1. Label with waste label.
 - 5.3.11.2. Place bag in waste area.
- 5.3.12. Dump capillary tubes from “Used Capillary Tubes” containers into broken glass bin (Room 250 and 251).