LABORATORY FLOOR CLEANING PROTOCOL

Individual Laboratories:
1. All persons working in a laboratory are responsible for keeping his/her work area neat, orderly and clean.

2. At the end of each work day, and prior to leaving the building the floor should be swept.

3. Laboratory floors will be wet mopped at minimal every other week and more as work in the lab increases (lab soap will be provided if needed).

4. Sponge mops and brooms are provided and located at two locations:
   a. PSB Lab custodial closet next to Room 138
   b. Likens Lab custodial closet-first door on the left next to main entrance

5. PPE (safety goggles and rubber gloves) must be worn when wet mopping.

6. When the floor has been cleaned the broom and mop should be returned to the respective custodial closet.
   a. When sponges on the mops have become grimy they should be removed, placed in the trash and replaced with a new mop sponge.

7. Annually all laboratory floors will be stripped, cleaned and buffed by the Custodial Staff, under direct supervision.

Non-Laboratory Space (i.e.: Lab Office Areas and Lab Meeting Rooms)
8. These areas are the responsibility of the Cary Institute Custodial Staff. Due to the use in these areas the floors should be swept and washed on a weekly basis by the Cary Institute Custodial Staff.

Specialty Areas (i.e.: Acid Wash Room, Hazardous Waste Room, and Radiation Labs/Room)
9. The labs using radiological material will be cleaned with a separate broom and mop located in the radiation lab. These areas are only to be cleaned by authorized personnel.

Should you have any questions or problems, please contact the Cary Institute Safety Officer at extension X165.

Thank You