# BI Housekeeping Policy

1. BI laboratories should be kept clean and tidy by BI staff and users.
2. Cardboard storage on lab floors will be kept to a minimum.
3. BI laboratories are routinely cleaned by McMaster Facility Services.
4. BI staff will ensure that common cleaning and/or disinfectant solutions are available in BI laboratories, where needed:
   1. All-purpose laboratory cleaner (e.g. 5% VersaClean).
   2. Antibacterial Soap for hand washing.
   3. Disinfectants (e.g. 70% ethanol and bleach).
   4. If additional disinfectant(s), deemed necessary from the biohazard agent(s) and/or material(s) SDS/PSDS are required, they must be provided and maintained by the user and kept in appropriate laboratory while the biohazard agents/material is in use. Refer to the BI Biohazard Work Policy.
5. Handwashing sinks are provided in most laboratories.
6. Any equipment or materials leaving BI laboratories for servicing, sterilization, transfer or disposal must be appropriately disinfected based on its exposure risk (e.g. 70% ethanol or 20% bleach). Refer to the BI Equipment Policy - Biohazardous.
7. Spills will be cleaned up promptly:
   1. For hazardous spills; refer to the BI Emergency Procedures Policy – Spills, Hazardous.
   2. For biohazardous spills: the appropriate disinfectant must be used; refer to the biohazard agent and/or material SDS/PSDS. Refer to the BI Emergency Procedures Policy – Spills, Biohazardous.
   3. For absorbent materials, such as cardboard, that become contaminated in a spill, the material must be disposed of according to the spill type. Seek assistance from BI staff as needed.
8. BI users should disinfect work surfaces before and after each work period with the appropriate disinfectant, or 70% ethanol.

## CL-1 Laboratory Routine Cleaning

1. BI staff will routinely clean “open” lab bench surfaces and equipment as needed within CL-1 labs.
2. BI Users are responsible for cleaning their own work areas and ensuring equipment areas are clean and tidy after use.

## CL-2 Laboratory Routine Cleaning

1. The CL-2 bacterial lab (ETB 425) will have common surfaces, accessible lab benches, and equipment surfaces and handles routinely disinfected with 70% ethanol.
2. The CL-2 mammalian lab (ETB 420) will follow a monthly cleaning schedule, which includes common surface cleaning, incubator cleaning and laboratory floor washing with 10-20% bleach. Cleanings will be documented and kept in the BI office area.
3. Refer to the specific BI CL-2 Lab Policy (i.e. 420 or 425)for cleaning schedules.

## BI Vermin and Insect Control Policy

1. Vermin and pest control instances will be reported to McMaster Facility Services (ext. 24740).
2. Notification signs will be posted on the lab doors, as applicable.
3. For wild rodents suspected or found in the lab, appropriate traps will be placed on the lab floor and checked daily. Insect pests can be trapped with sticky paper.
4. All incidents of vermin or pest control (sightings and activities) will be documented through the completion of a McMaster Injury/Incident Report (refer to the BI Emergency Response Policy) to indicate the location and type of intrusion, and any chemical treatments utilized. Chemical treatments require SDS documentation.

## Housekeeping Documentation

1. CL-2 Mammalian Lab Cleaning Log.