

Sam Houston State University Science Annex

Routine Facility Maintenance

SOP #: FM-001

Date adopted : _____

Last revision : _____

Purpose

To explain the routine maintenance required for the upkeep of the SHSU Science Annex.

Responsibility

The responsibility of the Science Annex Operations Manager is to provide a clean, safe environment in which animals engaged in university research can be housed.

Procedures

Daily

1. Check cages for animal well-being, the presence of food and water and any spills, filtration malfunctions or other situations requiring immediate attention.
2. Ensure the lighting timers, ventilation system and temperature sensors are working properly.
3. Sweep and mop where necessary.
4. Log all work done in any animal room on that room's activity sheet.
5. Any trash containing animal waste is taken to the dumpster outside immediately.

Weekly

1. All floors are mopped and sanitized with disinfectant. The mop and mop bucket are washed with hot water and disinfectant.
2. All contact surfaces (doorknobs, light switches, countertops) are cleaned and sanitized with disinfectant.
3. Overhead vents are dusted.

4. Soapy water is run down any drains that have been left dry.

Monthly

1. Walls are cleaned with a veterinary grade disinfectant.

2. All log sheets are filed in the black file holders on the doors of active rooms for 6 months and then transferred to a file cabinet accessible to IACUC.