

Cleaning Duties 2017 April

Cleanroom Area

1. Run the eye wash bath on Monday.
2. Check dates on neutralising eye wash and spill kits. Report to office if out of date.
3. Wipe down the inside of each spin coater, removing and replacing the foil in the middle spin coater.
4. Wipe down all of the surfaces in the cleanroom with damp cleanroom wipes (use only water).
5. Tidy wet benches and fume hoods.
6. Clean the ultrasonic bath. Pour out the water in it and refill using with DI water.
7. Re-stock the cleanroom with:
 - a. Vials
 - b. Vial lids
 - c. Cleanroom paper
 - d. Cleanroom wipes
 - e. Plastic pipettes
 - f. Pipette tips
 - g. Syringes
 - h. Filters
 - i. Solvents such as Acetone and IPA
 - j. Gloves

Remember to sign everything out of the office items log book

8. Tidy up any dirty glass ware left in the cleanroom and leave to dry on the drying rack in the end wet bench. (Make sure to put away any dry glass ware on the rack first!)
9. Empty the rubbish bins and replace the bin liners. (The full bags must be left outside the back of Blackett in the commercial waste bin). This should be checked multiple (2/3) times a week.
10. Rinse out empty solvent bottles (min 3 rinses) and place them in the grey box in the entrance hall.
11. Vacuum the floor of the cleanroom.

Atrium Area

1. Wipe down surfaces in the atrium area with damp cleanroom wipes (use only water).
2. Vacuum the atrium area.
3. Empty the bin.
4. Restock gloves, beard masks, hand towels, IPA wipes, hand soap, and bin liners.
5. Change sticky mats at cleanroom entrance and atrium entrance once a week.

Chemistry Laboratory

1. Wipe down surfaces in chemlab with damp cloth (use only water).
2. Vacuum the chemlab.
3. Tidy the built in fume hood and the benches.
4. Check the dates on neutralising eye wash and spill kits. Report of office if out of date.

Remember to sign off the cleaning rota in the atrium

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