



Preparing the Laboratory for Housekeeping Services: 3 Basic Steps

Preparing the areas for the housekeeping staff to safely carry out their work, as well as ensuring effective communication, ensures people are not put in a position where they need to make a decision as to whether a laboratory is safe to clean or not. This guide presents the three basic steps for researchers to follow when preparing a lab for housekeeping services.

Clear the Floor

Prepare the Lab Surfaces

Communicate

Clear the Floor

- Ensure all lab trash (pipette tips, sharps, broken glass, etc.) is off the floor.
- Ensure cylinders are properly secured.
- Chemical bottles or chemical containers (e.g. solvent bottles) are removed from the floor.
- Chemical waste (liquid) is in secondary containment and closed.
- Electrical plugs along the floor are covered to prevent them from getting wet.
- **Radioactive Material Labs:** The PI must ensure a meter survey (or wipe test for H-3) of the floor is done before vacuuming or mopping. This should happen after the last use and before housekeeping—can be part of the after-use survey. RSO approval is required for any stripping or waxing.
- **BSL-2 and Autoclave Rooms:** Vacuuming is not permitted; mopping is acceptable after lab preparation; vacuuming may occur in the other labs after proper lab preparation. Waste bags must be in hard-walled containers, housekeepers will mop around them. No biohazard waste bags should be on the floor. No un-autoclaved waste should be stored in the autoclave room.
- **No housekeeping is to be requested while the BSL-3 is active.**

Prepare the Lab Surfaces

- Pause all experiments. Do not have any active experiments planned while service is scheduled. Contact ESSR/Office of Research Safety if an exception is needed.
- Close all hood sashes (including biosafety cabinets).
- Close/cover any chemical containers on the bench. Move experimental apparatus, sharps containers, and glassware away from the edges of the bench.
- **Radiation & Biosafety Labs:** Secure/lock up radioactive and/or biological materials.
- Ensure all work areas where biological or radioactive material is used, are appropriately posted.

Communicate

- Post **"Safe for Service" Lab Sign-Off** on exterior door and/or near work area.
- Communicate to FM the lab is ready.
- Provide any site-orientation briefing or training, as necessary.
- Ensure lab contact person is available during the service period to answer any questions or address concerns.
- Contact ESSR/Office of Research Safety with questions or concerns.