



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Cleaning and Housekeeping of Microbiology Laboratory	Effective Date:
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PURPOSE:

The purpose of this SOP is to lay down a procedure for cleaning and house keeping of microbiology laboratory.

SCOPE:

This SOP describes the procedure for cleaning and house keeping in Microbiology laboratory.

RESPONSIBILITY:

Officer/Executive - Quality Control.

House keeping personnel shall be responsible for cleaning and house keeping of the Microbiology laboratory.

ACCOUNTABILITY:

Head –QC department.

PROCEDURE:

1.0 General Instructions

- 1.1 House keeping personnel shall wear hand gloves, nose mask before starting the cleaning operation.
- 1.2 Disinfectant solution shall be prepared with purified water.
- 1.3 Lint free cloth/dusters shall be used for cleaning the microbiology lab.
- 1.4 Cleaning of the Microbiology laboratory includes the General Microbiology area & Controlled area.

2.0 General Microbiology area.

- Change room
- Incubators room.
- Chemist room.
- Washing room.

3.0 Controlled area



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- Air Lock-I.
- Air Lock-II.
- Buffer room.
- LAF room (Plate preparation, MLT/water testing, Culture handling).
- Media preparation room.

4.0 Daily Cleaning Procedure for Controlled area and General Microbiology area.

- 4.1 The house keeping personnel shall enter into the laboratory as per the SOP on “Entry & exit procedures followed for General Microbiology area & controlled area in Microbiology laboratory”.
- 4.2 Personnel shall collect the waste from bins in all the controlled General Microbiology area into a disposable polybag.
- 4.3 Personnel shall broom the area with non fiber shredding plastic broom and collect in the disposable polybag.
- 4.4 Two SS vessels shall be used for the cleaning of the area.
- 4.5 In Vessel-1, freshly prepared 5 litres of 2.5% disinfectant solution (mentioned below) shall be taken and in Vessel-2, purified water shall be taken.
- 4.6 The squeeze mop shall be taken and dipped it in Vessel-1 containing disinfectant solution.
- 4.7 The mop shall be taken out & squeezed and the area mopping shall be started.
- 4.8 For walls / floor, mopping of the room shall be started from one end and shall be moved backwards towards the entry while mopping. Approximately 3 x 3 feet area shall be mopped with a unidirectional, over lapping strokes.
- 4.9 The mop contents shall be squeezed in Vessel-2 containing purified water and again mopping shall be done in the same area to remove the residues.
- 4.10 The process shall be repeated till sanitization of the room with the disinfectant is complete.
- 4.11 The sequence of cleaning shall be in the order of
 - LAF room (Plate preparation, MLT/water testing, Culture handling).



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- Air Lock-II,
 - Buffer room,
 - Incubators room,
 - Air Lock-I,
 - Chemist room,
 - Media preparation room,
 - Wash room,
 - Change room.
- 4.12 The surface of glass of the doors, SS racks, SS sink & crossover bench shall be cleaned with the same disinfectant solution with the hand mop.
- 4.13 The disinfectant solution and purified water in the SS vessels shall be discarded in the washing room sink.
- 4.14 The mop shall be washed and used for the cleaning of the General Microbiology area.
- 4.15 The personnel shall document the cleaning activity in the Annexure-I.
- 4.16 Microbiologist/In-charge Microbiology shall check and sign the record.
- 4.17 Alternate cleaning agents shall be used every day for cleaning.

5.0 Weekly Cleaning Procedure (Frequency: - Once in a week)

- 5.1 Prepare 2.5 % cleaning agent in purified water.
- 5.2 Two SS vessels shall be used for the cleaning of the area.
- 5.3 In Vessel-1, freshly prepared 5 litres of 2.5% disinfectant solution (mentioned below) shall be taken and in Vessel-2, purified water shall be taken.
- 5.4 The squeeze mop shall be taken and dipped it in Vessel-1 containing disinfectant solution.
- 5.5 The mop shall be taken out & squeezed and the area mopping shall be started.
- 5.6 Clean the internal and external surface of equipments, doors, Table tops, in a unidirectional, overlapping strokes using lint free cloth /duster dipped in the below mentioned disinfecting agent.



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5.7 The disinfectant solution and purified water in the SS vessels shall be discarded in the washing room sink.

5.8 Finally clean with dry cloth and maintain its records of cleaning as per Annexure-II.

5.9 Use alternate 2.5% cleaning agents every week.

6.0 Fortnightly Cleaning Procedure (Frequency: Once in 15 days)

6.1 Clean as mentioned in clause 5.1 to 5.5 in a unidirectional, over lapping strokes using a lint free cloth/duster, dipped in any one of the below mentioned 2.5% disinfecting agent.

6.2 Clean the following areas/items: Ceiling and fixtures Walls, grills, lights and maintain its record of cleaning as per Annexure- II.

6.3 The disinfectant solution and purified water in the SS vessels shall be discarded in the washing room sink.

6.4 Alternate disinfecting agents shall be used every fortnightly.

7.0 Preparation of disinfecting Agent

7.1 2.5% Dettol:- Take 2.5 ml of Dettol in a graduated measuring cylinder and make up the volume to 100ml with Purified water. Mix well and use immediately.

7.2 2.5% Germitol:- Take 2.5 ml of Germitol in a graduated measuring cylinder and make up the volume to 100 ml with Purified water . Mix well and use immediately.

7.3 2.5% Combiclean:- Take 2.5 ml of Combiclean in a graduated measuring cylinder and make up the volume to 100 ml with Purified water. Mix well and use immediately.

7.4 2.5% Savlon:- Take 2.5 ml of Savlon in graduated measuring cylinder and make up the volume to 100 ml with Purified water. Mix well and use immediately.

7.5 70% Iso Propyl Alcohol (IPA):- Take 70 ml of filter sterilized IPA in graduated measuring cylinder and make up the volume to 100 ml with Purified water. Mix well and use immediately.

7.6 Prepare fresh quantities of cleaning agent every time or as per requirement.



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ANNEXURE(S):

Annexure -I : Daily Cleaning Record of Microbiology Lab.

Annexure -II : Weekly and Fortnightly Cleaning Record.

REFERENCES:

NIL