


Job Aide: Cleaning the Biosafety Cabinet

	DOCUMENT TYPE: Form	ORIGIN DATE 2/11/2019
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Manager

Weekly – Cleaning the Interior

1. Ensure the UV light is off.
2. Open the biosafety cabinet. If opened above the sash height limit, you may silence the alarm by pressing the OK/Mute button.
3. Remove all supplies from the biosafety cabinet.
4. Clean all interior surfaces with disinfecting spray and paper towels.
5. Allow disinfecting spray to dry.
6. Replace all supplies/equipment.
7. Lower the sash back to the correct height.
8. Initial the Spin maintenance log to indicate weekly maintenance is done.

Monthly – Cleaning Interior Compartments (under work surface) and Exterior

1. Ensure the UV light is off.
2. Open the biosafety cabinet. If opened above the sash height limit, you may silence the alarm by pressing the OK/Mute button.
3. Remove all supplies from the biosafety cabinet.
4. Clean all interior surfaces with disinfecting spray and paper towels.
5. Lift the work surface area by grasping the knob handles at either front corner. Slide the piece out of the biosafety cabinet and set aside.
6. Clean the area under the work surface with disinfecting spray and paper towels. Clean the area under the front grille with disinfecting spray and paper towels. Clean the top and bottom of the front grille.
7. Replace the work surface area by sliding the tabs back into place in the rear of the biosafety cabinet.

- 8.** Replace all supplies.
- 9.** Lower the sash to the correct height as indicated on the front left of the sash.
- 10.** Using alcohol wipes, clean the sash on the inside and outside of the biosafety cabinet. Clean the exterior of the biosafety cabinet with alcohol wipes and disinfecting spray as needed.
- 11.** Initial Spin maintenance log to indicate monthly maintenance is done.