

Title: Housekeeping		Copy No: ##
SOP No.: 3.05/3.2/S	Effective Date: July 10, 2013	Location: ###

QSM Approval: _____

Housekeeping

1. Introduction

The maintenance of a clean, safe workplace requires the participation of everyone working within the laboratory. The following procedures must be followed to ensure effective and satisfactory working conditions in the laboratory.

2. Procedure

- 2.1 Keep bench tops well organized, uncluttered and clean.
- 2.2 Keep solvent squeeze bottles in the fumehood or stored under the fumehood in cupboards when not in use.
- 2.3 Do not leave samples on bench tops overnight, store in the refrigerator.
- 2.4 Do not impede access to all equipment or supplies.
- 2.5 Minor spills of non-hazardous solid material are swept up using a broom.
- 2.6 Cleaning contractors will wash the floor as required.
- 2.7 A supply of clean paper towels and soap is maintained at each sink.
- 2.8 Individual workspaces are the responsibility of each person assigned to that area and should be kept clean and uncluttered
- 2.9 Report immediately to the supervisor of any conditions that are deemed unsafe and take proper corrective action.
- 2.10 The last person out at the end of the day is responsible for closing the lights and ensuring that all PCs and equipment are on standby mode unless actively processing samples &/or data.

3. Revisions

- July 1999: Removal of text in section 2.10
 October 2001: New header added
June 2013: Reviewed by: Alison Walkey
 Text revised for clarity

Lead Reviewer: Alison Walkey
Title: Technologist, Organic Laboratory

THIS DOCUMENT MUST NOT BE PHOTOCOPIED Any hard copies of this document missing any pages, or without a copy number and the initials of the Quality Systems Manager is uncontrolled. Any electronic copy of this document anywhere but on SharePoint is uncontrolled. DO NOT USE THIS DOCUMENT FOR OPERATIONAL PURPOSES IF IT IS AN UNCONTROLLED COPY	Page: 1 of 2
--	------------------------

Title: Housekeeping		Copy No: ##
SOP No.: 3.05/3.2/S	Effective Date: July 10, 2013	Location: ###

Approved by: May Siu
Title: Supervisor, Organic Laboratory

UNCONTROLLED IF PRINTED