

**DB440 FACILITY DUTIES CHECKLIST (ROTATION SCHEDULE)**

WEEK: \_\_\_\_\_

LAB PERSONNEL NAME: \_\_\_\_\_

LAB PERSONNEL SIGNATURE: \_\_\_\_\_, DATE: \_\_\_\_\_

PERMIT CAO SIGNATURE: \_\_\_\_\_, DATE: \_\_\_\_\_

Please complete the following checklist by Friday and email it to [chem.safety@utoronto.ca](mailto:chem.safety@utoronto.ca).

<b>DAILY:</b>	
<input type="checkbox"/> Ensure eye wash station is free of obstacles and sign is visible.	
<input type="checkbox"/> Clear sinks and tidy up the area.	
<input type="checkbox"/> Check to see if there are any signs of contamination on the interior surfaces, spills not cleaned up properly or items left inside (e.g. equipment, glassware).	
<input type="checkbox"/> If present, ask the last person using the BSC (from the user-log) to clean up any spills/to remove any items.	
<input type="checkbox"/> If you cannot identify the last person, clean up any spills/remove any items and report the offence to your PI and <a href="mailto:chem.safety@utoronto.ca">chem.safety@utoronto.ca</a> .	
<input type="checkbox"/> If the same offence is being repeated by the same individual, report it to your PI and <a href="mailto:chem.safety@utoronto.ca">chem.safety@utoronto.ca</a> .	
<b>WEEKLY:</b>	
<input type="checkbox"/> Contact <a href="mailto:chem.safety@utoronto.ca">chem.safety@utoronto.ca</a> to restock bleach when needed.	
<input type="checkbox"/> Check 70% ethanol stock in red metal container.	
<input type="checkbox"/> Prepare more if low stock - fill container with distilled water to ~30% and bring to Chemstore to be filled up with ethanol for 70% ethanol.	
<input type="checkbox"/> Check the 70% ethanol squeeze bottles in the BSC. Refill them if necessary.	
<input type="checkbox"/> Check sterile RO water stock.	
<input type="checkbox"/> Prepare more sterile RO water if low stock.	
<input type="checkbox"/> Restock common supplies (e.g. soap, paper towel, etc.) where appropriate.	
<input type="checkbox"/> If the stocks of common supplies are low, email <a href="mailto:chem.safety@utoronto.ca">chem.safety@utoronto.ca</a>	
<b>Incubators:</b>	
<input type="checkbox"/> Inspect for contamination (e.g. unusual smell).	
<input type="checkbox"/> If identified, notify your supervisor.	
<input type="checkbox"/> Ensure nothing is being stored on top of the incubator and clean the top of the unit every two weeks to remove dust. Wipe down the doors and handles with 70% ethanol.	
<input type="checkbox"/> Remove and empty water tray. Wash with soap and water. Wipe with 70% ethanol.	
<input type="checkbox"/> Change the incubator water (empty and add fresh, sterile, distilled water with 1 % aquaguard - 10 ml in 1l).	

Do not use tap or ultra-pure water.

**Waste:**

- Check to see if any of the solid waste pails and sharps containers are full.
- If the pails are full, tie the bags and place pails near the entrance.
- If the sharps containers are full, close them and place near the entrance.
- Call the EPS line (416-946-3473) for pickup if containers are full.
- Replace full pails and sharps containers for new ones.
- Contact [chem.safety@utoronto.ca](mailto:chem.safety@utoronto.ca) if stocks of pails or sharps containers are low.

**Eyewash station:**

- Flush eye wash station for 5 minutes.
- Log and sign logging sheet after completion of flushing.

**Eppendorf™ 5810R Centrifuge:**

- Clean the centrifuge and its accessories by wiping with 70% ethanol. Follow the instructions posted on-site.

**MONTHLY:**

- First Friday of the month: request supernatant samples from all active researchers and run mycoplasma test.
- Last Friday of the month: Remind the next person that they are up for DB440 maintenance.

**FIRST WEEK OF JANUARY AND JUNE (ONCE EVERY 6 MONTHS):**

**Centrifuge:**

- Use a brush or swab to remove dust from the centrifuge's ventilation slits.
  - NOTE: Turn off the centrifuge and disconnect the power cord before doing so.
- Use a brush to clean the refrigeration mesh of the heat exchanger.
  - Check the rotors and rotor bores for residue and corrosion.
  - Check the rotor and buckets for cracks and corrosion (especially at the pivots and grooves).
  - If observed, it needs to be reported to [chem.safety@utoronto.ca](mailto:chem.safety@utoronto.ca).

**SECOND WEEK OF JANUARY, APRIL, JULY, AND OCTOBER (EVERY 3 MONTHS):**

- Clean and disinfect the surfaces of the BSC (e.g. work surface, interior walls, interior side of the window) with 70% ethanol.
- Move all cultures to one of the two incubators and run a self-decontaminating cycle in the other incubator.