

## Autoclave Care and Use Guidelines

In an effort to maintain the functionality of our Autoclaves and Scientific Washers please refer to this document for details on scheduling, cleaning, and general expectations for the use and care of the space. Autoclaves and Washers are located in 261A, 361A, and 461X. Please read the following carefully.

If you have operational questions about the equipment or best practices for cleaning, care and use, please contact the labs for training. If you have general restocking questions or need to report maintenance, misuse, or other room requests, please contact the CEF of Biology, **Elizabeth Saunders**, at (970) 491-8804 or [elizabeth.saunders@colostate.edu](mailto:elizabeth.saunders@colostate.edu).

For emergency repairs outside normal business hours (M-F 7:30am-4:30pm) please reach out to our two STERIS technicians:

- Thomas Elizalde: [thomas\\_elizalde@steris.com](mailto:thomas_elizalde@steris.com), (970) 231-8927
- James Lowe: (602) 619-4927

### Scheduling:

Designated by floor, the cleaning schedule is posted in each Autoclave room on a monthly basis with previews for the upcoming month so labs can plan accordingly. Labs are assigned on a rotating basis and will be included in the schedule if they use the Autoclaves and Scientific Washers. Labs that do not use this service will not be assigned. Each week, an inspector elected by the assigned lab for the week will be assigned to check the Autoclave room and the equipment. While recommended, a designated inspector is not required so long as the Autoclaves are checked daily by the assigned lab. Please see this schedule as an example:

# Autoclave Cleaning Schedule

Month: February, 2023    Location: 2nd Floor

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6 Medford Lab	7	8	9	10 Tidy Sink & Sweep Floor
13 Nishimura Lab	14	15	16	17 Tidy Sink & Sweep Floor
20 Montgomery Lab	21	22	23	24 Tidy Sink & Sweep Floor
27 Wilsterman Lab	28	1	2	3 Tidy Sink & Sweep Floor

**Inspectors:**

1. Please log your daily checks for the week on the check-in sheet
2. Include the autoclave status before and after inspection (e.g. clean, dirty, alarming, etc.)
3. Tidy the sink and sweep the floors once a week

**Coming Up Next Month:**

- ↳ Mykles Lab: March 6th-10th
- ↳ Kanatous Lab: March 13th-17th
- ↳ Medford Lab: March 20th-24th
- ↳ Nishimura Lab: March 27th-31st

The current lab users as of Spring 2023 are as follows:

- 2<sup>nd</sup> Floor: Medford, Montgomery, Wilsterman, Mykles, and Kanatous
- 3<sup>rd</sup> Floor: Wall, Smith, and Funk
- 4<sup>th</sup> Floor: Khakhar, Reddy, Sloan, Peers, and Nishimura

If your lab has someone who would like to volunteer as an inspector or needs to be added to the cleaning schedule in general, please email **Elizabeth Saunders** to get added on to the rotating shifts for the autoclave room on your floor. Any designated inspectors will be listed on the schedule as such:

## Autoclave Cleaning Schedule

Month: February, 2023 Location: 3rd Floor

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6 Wall Lab Cecilia T.	7	8	9	10 Tidy Sink & Sweep Floor
13 Smith Lab Carina D.	14	15	16	17 Tidy Sink & Sweep Floor
20 Smith Lab Alex S.	21	22	23	24 Tidy Sink & Sweep Floor
27 Funk Lab	28	1	2	3 Tidy Sink & Sweep Floor

**Inspectors:**

1. Please log your daily checks for the week on the check-in sheet
2. Include the autoclave status before and after inspection (e.g. clean, dirty, alarming, etc.)
3. Tidy the sink and sweep the floors once a week

**Coming Up Next Month:**

- ✦ Wall Lab (Cecilia T.):  
March 6th-10th
- ✦ Smith Lab (Carina D.):  
March 13th-17th
- ✦ Smith Lab (Alex S.):  
March 20th-24th
- ✦ Funk Lab:  
March 27th-31st

**Absences:**

If someone is absent the week they are assigned, please try to find an alternate helper in your lab first prior to asking another lab to switch weeks with you. If no sub can be found for your designated week, please reach out to the other labs on your floor to see if they would be willing to switch and include **Elizabeth Saunders** in those emails. The schedule will then be updated and posted accordingly.

### Role of the Inspector – Restocking and Cleaning:

Inspectors are expected to sign-off on the Check-In sheet posted on the clipboards next to the schedule on the wall. They are asked to designate the following details at each inspection:

- Name and lab
- Date and time
- Autoclave status (i.e., clean, dirty, clogged, alarming, etc.)
- Sweep Floors (yes/no, or a check mark)
- Tidy Sink (yes/no, or a check mark)
- Additional notes (e.g., does it need service, out of paper, ink or another supply?, etc.)

Inspectors will also check the following instructions are being met on a daily basis:

- 1) Any waste that goes into the autoclaves needs to be properly sealed and fully within secondary containment.
- 2) Any media and solutions need to be placed fully within secondary containment large enough to capture any spills.
- 3) Any debris or spills need to be cleaned up right away.
- 4) The Autoclave rooms need to be kept clean by the individuals using the Autoclaves.

On a weekly basis, inspectors will also sweep the floors and tidy the sink area using the cleaning supplies available in the room. Inspectors should also ensure that the paper towels are restocked as necessary.

- A broom and dustpan are available on the left side of the room while gloves, disinfecting wipes, and paper towels are stocked under the sink.
- The paper towel dispensers are the same as the ones in the core labs and can be refilled with the paper towel rolls we have on hand in the loading dock. There should always be at least one roll stocked under the sink for back up.
  - o When changing the rolls use the key hanging to the right of the dispenser to open the “lock” on the top side; open the door downwards to access the inside. Please follow the instructions located on the inner part of the dispensers to insert the rolls.
  - o While it will be the duty of the inspector to ensure rolls are restocked, *if you happen to use the last of a roll, please either restock that if you can or notify the inspector for the week to get that changed out ASAP.*
- Detergents, ink, and paper for the Autoclaves and Washers are stored beneath the 2<sup>nd</sup> floor sink in 261A
  - o Feel free to take from this supply as needed if you have been trained to refill detergents.
  - o Ink and paper will be installed by the STERIS technician(s).
- To restock cleaning supplies or other items, please contact Elizabeth Saunders. Contact details are listed in each room and at the top of this document.

### General Expectations for Autoclave Users:

Please note: **Cleaning duties should not be left for the inspector to handle.** The role of the inspector is not to be the sole custodian. Please inform those in your labs using the Autoclaves that everyone should be cleaning up after themselves.

If you notice that the room is continually found messy when you are inspecting, please follow up on the issue. At your discretion, please either:

- 1) speak with the user(s) directly (you can check the user sign-in sheet to see who most recently used the space), or
- 2) notify your lab/floor manager or Elizabeth Saunders for further assistance

All Autoclave users should be fully trained on how to operate the equipment. Please scan this QR code for a video tutorial on the Autoclave – all new users should watch this video prior to use:





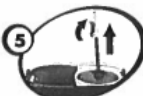


**Libman Mop Instructions:**




Mops are available in each room for cleaning as needed.



**WRINGING INSTRUCTIONS**

- 1  Add any desired cleaning solution. Fill bucket with water to **MAX WATER FILL** line. **DO NOT OVERFILL.**
- 2  Dip mop head in water and soak thoroughly.
- 3  Place mop in the wringer basket, making sure to get all yarn strands inside. Be sure that the green circle of the mop is centered in the basket to achieve efficient spinning.
- 4  Gently release locking lever. **DO NOT** lower past 45° as that will damage the lever. Push handle up and down to wring.
- 5  Extend handle and snap locking lever back into place. You are ready to mop!

**MOPPING INSTRUCTIONS**

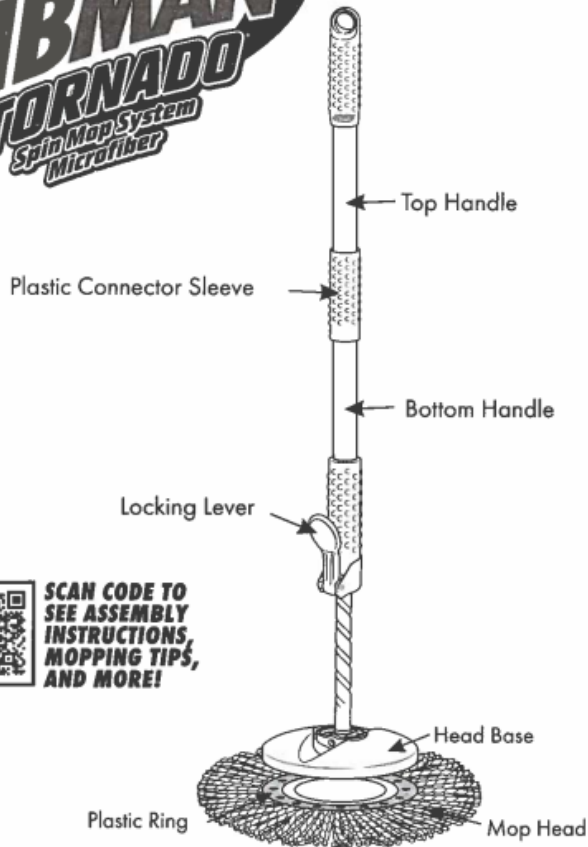
- 1  Before mopping, place mop handle grip in between open palm hands and spin mop to flare out mop strands.
- 2  Mop in "S" shape, making sure no strands get caught under green mop head.
- 3  If any strands do get caught under green mop head, repeat Steps 1 and 2.



**USE & CARE:** Machine or hand wash mop head in warm, sudsy water and air dry. Do not use bleach or fabric softener.

**Questions or concerns? Call Libman at 877.818.3380.  
Please do not return to retail store.**

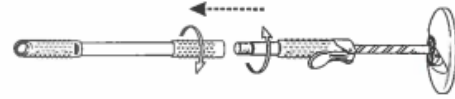
**LIBMAN**  
**TORNADO**  
 Spin Mop System  
 Microfiber



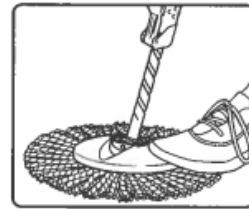
SCAN CODE TO  
 SEE ASSEMBLY  
 INSTRUCTIONS,  
 MOPPING TIPS,  
 AND MORE!

## TO ASSEMBLE MOP

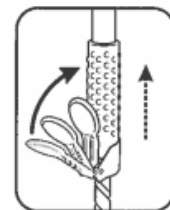
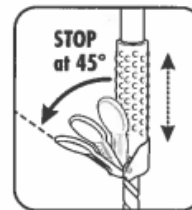
- 1 Screw the **bottom handle** into the **plastic connector sleeve** on the **top handle** and twist tight.



- 2 Place the **mop head** on the floor with **plastic ring** facing up. Align the **head base** over the **plastic ring** and tap with foot on the **head base** to click the **mop head** into position.



- 3 Gently lower the **locking lever** to release and lengthen the handle. **WARNING:** DO NOT lower past approximately 45° as that will damage the lever. Then raise the **locking lever** and snap back into place. You are ready to mop!



**Questions or concerns? Call Libman at 877.818.3380.**  
**Please do not return to retail store.**

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