POLICY STATEMENT

This policy adds additional clarification to the “Cold Room Cleaning Recommendations” issued by DEHS, FM and RBMS (see attached)

Definitions
A. This policy adds additional clarification to the “Cold Room Cleaning Recommendations” issued by DEHS, FM, and RBMS (see attached)
B. Additional clarification is provided to establish roles and responsibilities for labs in MCC space
C. MCC Operations has oversight of this policy and will work with RBMS and FM to ensure cold rooms are kept clean and tidy

Cold Room Cleaning
A. Labs are responsible for the daily and/or weekly cleaning and upkeep of the cold rooms, as to avoid mold and mildew buildup.
B. FM will mop floors with a neutral cleaner, weekly as long as:
   1. No mold producing porous products (e.g. cardboard, styrofoam) are present in the cold room.
   2. All liquids must be stored in closed, spill-proof containers.
   3. Nothing is stored on the floor.

Cold Room Storage
A. No items can be placed on the floor. Everything must be on a table or shelf.
B. Smaller items should be stored in plastic or other non-porous containers (e.g. plastic tubs, etc.)
C. No open containers of any liquids. All liquids must be stored in closed, spill-proof containers

MCC Cold Room Walk-Thrus
A. MCC Operations will notify labs in advance of any cold room walk-thrus.
   1. After initial walk-thrus, any porous containers will be removed from the cold rooms to establish a baseline of compliance.
2. If, during subsequent walkthroughs, porous materials are found, open containers of liquid are found, or items are stored on the floor - the lab will have 1 business day to remedy the situation. Failure to remedy the situation on their own, MCC will work with RBMS to make the adjustments (removing porous materials, closing up liquids, picking items up off the floor).

B. Monthly Scheduled Walk-thrus will be scheduled and logged by MCC Operations
C. MCC Operations will track the labs that violate cold room cleaning policy repeatedly and subsequent action may be taken by MCC Administration to ensure that cold rooms are kept clean and mold free.
D. Labs that contribute to mold buildup will be billed by FM for the cleaning costs of Mold Abatement

Attachments
A. RBMS Cold Room Cleaning Recommendations
B. DEHS/FM Cold Room Cleaning Recommendations
Cold Room Cleaning
Recommendations

Cold room cleaning:

- Cleaning of the cold room should be done monthly, though weekly wipe-downs of bench and shelf surfaces are strongly recommended.
- Develop a schedule with cold room users for weekly/monthly cleaning duties. A generic cleaning schedule template may be obtained from RBMS; please contact the info desk. Speak with your department’s Research Safety Officer (RSO) for any assistance with implementing a regular cleaning schedule.
- If recurring cleaning does not occur, grime/dust buildup on surfaces can cause mold, leading to a costly abatement that will need to be covered by the labs/department.
- Cleaning supplies will need to be purchased by the labs or departments.
- Recommended products for cold room cleaning, which have been approved for use by DEHS, include the following:
  - Tilex Disinfects Instant Mildew Remover, Spray, 32 Oz. (U Market Item #: 784020)
  - Clorox Disinfecting Wipes (U Market Stock #: GC21010)
  - Wescodyne Disinfectant (U Market/Fisher Stock #: NC0625110 or 19-818-419)
  - CaviWipes (U Market Stock #: 07-3070497)
  - CaviCide (U Market Stock #: 07-3070711/24 oz)
  - At least a 10% bleach solution (though it is preferred that other cleaners are used due to potential corrosive properties of bleach)
  - Oxivir® Disinfecting Wipes (U Market Stock #: DVO4599516)

Proper cold room storage:

- Avoid storing any dry ice in your cold room due to both moisture and safety concerns regarding this matter. Contact DEHS if you have any questions, or need guidance on effective dry ice storage.
- Avoid storing cardboard storage containers, or any organic materials (i.e., cardboard slide holder, paper(s), books, etc.).
- Avoid storing anything porous, including Styrofoam and even some plastics.
- Properly label all equipment and research materials stored in a cold room with a name, date, and PI.
- Promptly clean up all spills.
- Promptly report condensation issues in cold rooms to your info desk and wipe up.
- Promptly report any leaks to your info desk.
- Keep cold room door closed as much as possible and be sure it shuts entirely. Please report door issues to your info desk.
- Frequently inspect stored items for mold and promptly remove, discard, or decontaminate any item or area that is contaminated.
- Clean up work area immediately following completion of work.

What to do if a problem is identified:

- Contact your RBMS Info desk or a Building Coordinator. They can help determine what kind of action may need to be made and arrange for any repairs or abatement.
- Do not remove any items from a contaminated cold room.
  - FM Abatement will be asked to coordinate abatement effort with users to ensure proper wipe-down of items occurs to prevent contamination.
  - If you have to remove items, ensure they are wiped down with at least a 10% bleach solution before moving it elsewhere to prevent contamination in other cold rooms or labs.
Cold Room Cleaning Recommendations

Cold Room Cleaning:
- Cleaning of the cold room should be done monthly, though weekly wipe-downs of bench and shelf surfaces are strongly recommended.
- Develop a schedule with cold room users for weekly/monthly cleaning duties. A generic cleaning schedule template may be obtained from Facilities Team Manager. Speak with your department’s Research Safety Officer (RSO) for any assistance with implementing a regular cleaning schedule.
- If recurring cleaning does not occur, grime/dust buildup on surfaces can cause mold, leading to a costly abatement that will need to be covered by the labs/department.
- Cleaning supplies will need to be purchased by the labs or departments.
- Recommended products for cold room cleaning, which have been approved for use by DEHS, include the following:
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Proper Cold Room Storage:
- Avoid storing any dry ice in your cold room due to both moisture and safety concerns regarding this matter. Contact DEHS if you have any questions, or need guidance on effective dry ice storage.
- Avoid storing cardboard storage containers, or any organic materials (i.e., cardboard slide holder, paper(s), books, etc.).
- Avoid storing anything porous, including Styrofoam and even some plastics.
- Properly label all equipment and research materials stored in a cold room with a name, date, and PI.
- Promptly clean up all spills.
- Promptly report condensation issues in cold rooms to your info desk and wipe up.
- Promptly report any leaks to your info desk.
- Keep cold room door closed as much as possible and be sure it shuts entirely. Please report door issues to Facilities Management by calling 4-2900. Please identify the cold room by the “RED TAG” on top of the door.
- Frequently inspect stored items for mold and promptly remove, discard, or decontaminate any item or area that is contaminated.
- Clean up work area immediately following completion of work.

What to do if a Problem is Identified:
- Contact Facilities Management at 4-2900. The FM Team Manager can help you determine what kind of action may need to be made and arrange for any repairs or abatement.
- Do not remove any items from a contaminated cold room.
  - FM Abatement will be asked to coordinate abatement effort with users to ensure proper wipe down of items occurs to prevent contamination of other spaces.
  - If you have to remove items, ensure they are wiped down with at least a 10% bleach solution before moving it elsewhere to prevent contamination in other cold rooms or labs.