

SOP KD01207037

Cold Room Cleaning and Disinfection Plan

1. Purpose

- This cleaning and disinfection plan ensures that the cold room is maintained in a clean, safe, and compliant condition in accordance with applicable biosafety requirements.

2. Responsibilities

- Responsibility for the cold room will be assigned to one group for **one month**.
- At the end of each month, responsibility will rotate to the next group according to the established rotation schedule.
- The designated **Sub-BSO** is responsible for ensuring that all members of the assigned group comply with the applicable biosafety procedures.

3. Weekly Cleaning Tasks

The assigned group is required to perform the following tasks **at least once per week**:

- Thorough disinfection of all work surfaces.
- Complete disinfection of all equipment located in the cold room.
- Disposal of general waste.
- Proper disposal of biosafety waste in the designated biosafety waste disposal room, following all applicable biosafety procedures.
- Inspection of the cold room to ensure it is clean, organized, and free of unnecessary materials.

4. Cleaning Materials

- The assigned group is responsible for providing all required cleaning materials, including:
- Approved disinfectant.
- Double biosafety waste bags.
- Any additional cleaning supplies required to complete the cleaning tasks.

5. Documentation

- After each weekly cleaning, the person performing the cleaning must record the activity in the Cold Room Cleaning Log.
- The following information must be documented:
- Date

- Name or initials of the person performing the cleaning
- Responsible group
- Signature or confirmation that all cleaning tasks have been completed

6. Inspection

Compliance with this cleaning plan will be **checked weekly**. The inspection will verify:

- That the required cleaning has been completed.
- That the cleaning log has been completed correctly.
- That the cold room meets cleanliness and biosafety standards.
- Any deficiencies identified during the inspection must be corrected promptly by the responsible group.

7. Group Rotation

Each group will be responsible for the cold room for **one calendar month**. Responsibility will then be transferred to the next group according to the established rotation schedule.