



TITLE: Nelson, Gordon Rd, Bartlett – Operation and Maintenance of Rack Washer

SOP Category: Facilities

RUAC SOP #: 2.07

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Approval: *Lisa Antonucci*

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1. SCOPE

This document details the procedures to be followed for operating and maintaining the rack cage washers in the following facilities at Rutgers University: Nelson D wing, Gordon Road (Livingston campus), and Bartlett (Cook campus).

2. OBJECTIVE

To detail the operation and maintenance of the rack cage washers located in Rutgers University animal facilities.

3. PROCEDURES

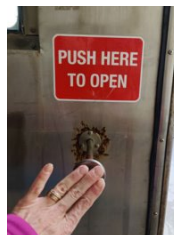
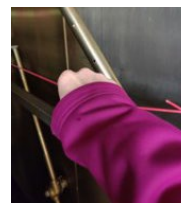
Do not operate any of the rack cage washers until you have received training in the operation of the washer, and the safety features specific to each machine. Training covers:

- 1. How to exit the machine should you be accidentally trapped inside.**
- 2. Use of emergency shut off safety devices for each machine.**

Training will be conducted and documented by the manager or supervisor.

Safety Caution

- Turn off the cage washer if you must enter it to clean or make repairs.
- If you are caught inside the washer and it starts running, stop it immediately by pulling/pushing on the safety cable that runs down one or both sides of the rack washer. This will prevent the cycle from continuing.
- Then push firmly on the door, or press button, to open it to exit. This will also stop the machine and prevent the cycle from continuing.



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Daily Maintenance and Operation

- Start up each machine as indicated to reach the proper operating temperature.
- Check acid and detergent levels on the tanks/drums. Request more detergent/acid as needed.
- Check chemical delivery hoses to ensure they are properly placed in the detergent/acid containers and are below the liquid line.
- Check timers for proper timing for various cycles.
- Choose acid, alkaline, or specific species cycle as needed.
- Load rack with empty and scraped and/or rinsed cages, cage components or trays. It is important to load the rack so that each cage/tray will be completely reached by detergent and water. **DO NOT OVERLOAD RACKS.**
- Ensure clean side door is fully closed and push rack into center of washer.
- Close dirty side door securely.
- Press **START** Button to begin cycle.
- **“Cycle Complete”** light will illuminate at end of cycle.
- After cycle is finished, allow sufficient time for steam to dissipate.
- **SAFETY CAUTION:** OPEN SLOWLY AND CAREFULLY to control the amount of steam that escapes, to avoid burns and to prevent activation of the smoke alarm.
- **Wearing protective gloves**, remove rack from washer and allow to dry before removing cages and components.
- Place a temperature recording label on a piece of equipment for at least one cycle per day to check that the machine is reaching 180° Fahrenheit. Collect label at end of cycle and place on the daily temperature log sheet in the cagewash room.
- At day's end, turn off all relevant machine parts according to instructions for the washer.

Weekly Maintenance

- Check and clean nozzles/jets/screens. Use a wire to clean any blocked nozzles/jets. The plugs at the end of each arm (where present) must be removed and the machine run for a few minutes to clean out bedding and other debris.
- If screens are present, remove and clean off all debris. Rinse the screens in the washroom, not in the cage washer. Do this first thing in the morning when the machine is cold.
- Check drive train tension to ensure that the arms move freely and properly.
- Run an acid cycle to clean the interior of the machine to prevent scale from building up.

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Bi-Weekly Maintenance

- Check filters at the end of the intake hoses inside the detergent/acid barrels to make sure that they are clear of debris. Use gloves and goggles when performing this maintenance.
- Polish outside of machine with stainless steel cleaner.