HT\_043: How to Clean Hoods—Daily and Deep-clean methods

**Scope:** Covers the methods and necessary steps to deep clean hoods.

**Materials:**

* Spray bottles with:
	+ 10% Bleach
	+ RNase Away (alkali hydroxide solution)
	+ 70% EtOH
* Large Kimwipes

**Daily Cleaning:**

1. After work in the hood is finished, take out hood waste beaker and dispose of tip waste.
2. Outside the hood, moisten a large kimwipe by spraying it with RNAse away then wipe the inside of the empty waste beaker. Follow up by wiping with a new kimwipe sprayed with 70% ethanol. Finish by wiping the beaker’s outside surface with 70% ethanol. Set aside emptied/clean waste beaker until inside of hood is cleaned.
3. Inside the hood, refill empty tip boxes.
4. Inside the hood, clean pipettes and other materials by wiping with a kimwipe moistened with RNAse away. Finish by wiping with a 70% ethanol-moistened kimwipe. Place cleaned pipettes on top shelf near UV source.
5. If an ice bucket was used, take the bucket out, dump ice, and wipe dry. Spray with RNAse away, taking care not to inhale vapors, then wipe dry with kimwipes. Follow up by spraying with 70% ethanol then wipe dry with kimwipes. Store the ice bucket in its designated location.
6. Inside the hood, spray the work surface with RNAse away, wipe dry with a kimwipe. Repeat spray-and-wipe step but with 70% ethanol this time. Return the clean waste beaker inside the hood. Wipe the hood sash with 70% ethanol. Close the hood then turn on UV light to complete the cleaning process.

**Deep Cleaning Methods:**

* Start by cleaning the top of the hood. Wipe down the area around the HEPA filter covers and lights as these areas will get dusty over time. For this step, simply use a dry Kimwipe as you are primarily just dusting and the addition of liquids might cause clumping.
* Remove any items from the back shelf.
	+ Spray the shelf with 10% bleach and wipe the shelf down.
	+ Spray the shelf with RNase Away and wipe it down so it is dry.
* Spray and wipe down all the pipettes, equipment, tip boxes, and misc. items with the following, in order:
	+ 10% Bleach
	+ RNase Away
	+ 70% EtOH
	+ Make sure surfaces are dry in-between each cleaning.
	+ Change Kimwipes often, and for every different cleaner
* Do the same to the mini-centrifuge.
	+ Make sure to wipe the interior of the centrifuge well.
		- If needed, the rotor in the middle is removable. Just ask Darren for help removing it.
* Once all the interior equipment is cleaned. Deeply clean the walls and base of the hood using all three reagents in the same manner used earlier.
	+ Move things around to better access each area.
		- Use caution when moving the Vortex unit as the rubber feet will leave permanent rubber tracks on the plastic that are very difficult to fully clean.
* Once all the surfaces and equipment are cleaned, place the pipettes onto the top shelf, nearest the UV lights.
* Run the UV cycle for 15 minutes.
	+ Once complete, turn the pipettes over and run the cycle again for a total of 30 minutes of UV exposure.