

# Equipment Move-In and Wipe-Down Procedure

## Version 6.0

4/7/2022

### 1. Wipe-down Room Guidelines:

- 1.1. **No storage of equipment or materials in the Wipe-down Rooms:** these rooms are for transport of equipment, tools, and materials into the cleanroom. When not in use the room should remain empty except for gowning and wipe-down supplies.
- 1.2. **Cleanroom-Compatible Materials Only:** Cardboard, paper, wood, steel wool, aerosol spray, etc are not allowed in the Wipe-down Rooms.
- 1.3. **Personnel should be gowned in Chase Attire before opening the Inner Door:** shoe covers, bouffant caps, face covers, gloves and frock.
- 1.4. **Full bags of lab trash should be removed through the Wipe-down Room:** Place full bags of trash into this space. Move trash bags to gondolas when ungowned.

### 2. Tool Move-In: Entry procedure for incoming equipment moving in through Tool Wipe-Down.

- 2.1. Initial preparation of equipment is done in the Hallway outside of Tool Wipe-Down (Rooms 1161 and 3160).
  - a) Equipment is uncrated and unboxed. Packing materials should be disposed of in trash or recycling gondolas.
  - b) Small equipment should be placed on a “dirty cart” for transport into the Wipe-Down room. Plastic bins are available to hold smaller parts.
  - c) For large equipment perform an initial wipe-down of the wrapping in the hallway.
  - d) If equipment has multiple wrapping layers then the outer layer should be removed in the hallway after an initial wipe-down.
- 2.2. Outer door for Tool Wipe-Down Room is opened, tool is moved in by ungowned personnel, outer door is closed.
  - a) Personnel don Chase Attire: shoe covers, bouffant caps, face covers and gloves.
  - b) Level 1 Attire is located inside the Wipe-Down Room. Level 3 Attire should be donned inside the Main Gowning Room.
  - c) Frock should be worn before opening the inner door.
- 2.3. Wipe the outer bag or wrapping with IPA and fabwipes (or pre-wetted wipers)
- 2.4. Remove the wrapping and dispose.
- 2.5. Thoroughly wipe unwrapped equipment with IPA and fabwipes (or pre-wetted wipers)
  - a) Small equipment should be transferred to a “clean cart” as the items are wiped.
  - b) Large equipment with multiple wrapping layers should be wiped down as each layer is removed, including a final, thorough wipe of the fully unwrapped equipment.
- 2.6. Inner door for Tool Wipe-Down (Room 1161) is opened, equipment is move into chase by gowned personnel, inner door is closed
  - a) As the tool is moved into the chase the wheels should be wiped down.
  - b) If the wheels cannot be cleaned, then they should be wrapped with vinyl tape as it moves into the chase.