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 gowns 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) Frocks 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.