



# Curtin University Standard Operating Procedure

## MAINTENANCE OF ANIMAL ROOM DAYBOOKS

Number: HUS 09

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**Author:** Dr Alexandra Whittaker

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REVIEWER	Reviewed Annually by Dr Beng Hooi Chua	Dr Tara Pike			

**Aim/Purpose:** To describe the use of animal room daybooks for recording information. The purpose of animal room logs is to enable accurate records to be kept which can be useful for retrospective review and help external visitors e.g. veterinarians, scientific inspectors to understand the procedures in place.

**Users are responsible for routine husbandry and daily monitoring of their animals (including weekends and holiday periods)**

1. Each animal housing room shall have a daybook for recording the daily care and maintenance of the animals housed therein. If there are multiple researchers in the room then each investigator should have a day book pertaining to his/her animals.
2. Elements included on the log shall include feeding, watering, cage and room cleaning, and daily animal checks. The daybook should be filled in by initialling the appropriate section once the procedure has been completed.
3. Periodic maintenance such as light timer observations, problems with HVAC systems and cleaning of auxiliary surfaces should also be recorded. Issues such as these that require maintenance should be reported to the animal facility manager.
4. Issues noted with the animals e.g. need for extra monitoring of individuals, provision of therapeutic treatment, animals found dead should also be documented with action taken if applicable. When issues relating to individual animals have been noted the daybook entry should record as much information



as possible to enable identification of trends e.g. Study number/title, animal ID, cage number, sex etc. All comments should be initialled and dated.

5. A copy of the log sheet as an example is exhibited on the following page.



Room Number: 140/141	Investigator/protocol:					Week beginning: 23/11/06	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daily check							
Cage scraping							
Cage changing							
Feeding							
Watering							
Room clean							
Enrichment							
Comments:							Initials: