

Site Visit Checklist - University of the Fraser Valley

Program	Appropriate			Comment	Follow -Up		
	Yes	No	N/A		By Whom	Due Date	Date Done
Facility Infrastructure and Maintenance							
Design of the facility (clean to dirty traffic patterns, appropriate inclusive/exclusive barriers as needed, sufficient & appropriate housing and procedural space, sufficient & appropriate service space (washing area, storage))							
Environmental parameters (air quality, temperature and relative humidity control & records, light (photoperiod, intensity), noise control).							
Maintenance of HVAC and other basic equipment, availability of back-up power (duplication of critical pieces of equipment)							
Maintenance of internal surfaces (walls, ceilings, floors, counters, etc)							
Equipment maintenance (anesthesia equipment, etc.)							
Security of the facility							

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Animal Care and Facility Management							
Overall quality of animal care							
Housing and environmental enrichment for each group of animals							
Sufficient availability of qualified personnel at all times when animals are present, with good overall coordination of activities throughout the facility to avoid cross-contamination or other problems							
Availability and implementation of appropriate SOP's, ready availability of at least the most relevant sections (procedure summary, endpoints) of active protocols.							
Effective communication among veterinarian(s), facility manager/animal care staff and animal users (cage/pen cards), daily room checklist, summaries of animal care for each (large) animal or group of (small) animals, incident reports, "sick animal" reports, veterinary presence/communication for invasive work and related endpoints).							
Effective communication from animal users to animal care staff/veterinarian(s) (written/dated summaries of procedures/care undertaken by research teams members for each (large) animal group or group of (small) animals, ready availability of surgery, breeding records)							

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Biosecurity							
Humane vermin control							
Foot baths/hand sanitization							
Personal protective equipment (PPE)							
Biosafety/Application of Occupational Health and Safety Measures							
Uprotected electrical fixtures							
Floors							
Mechanisms for storing/limiting access to controlled substances							
Other hazards							

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Housekeeping (Cleanliness, Organization of Materials, Waste Storage/Disposal)							
General organization and cleanliness							
Cage (pen, other enclosure), bottle and other equipment cleaning products							
Waste disposal							
Sanitation of special facilities (surgery, food preparation, etc.)							
Expiry date (drugs, products, feed, supplements, equipment maintenance, etc.)							