University of Iowa

Office of animal resources

ANIMAL FACILITY ROOM RENTAL USE AGREEMENT FORM

This document will serve as an agreement to rent space in an Office of Animal Resources (OAR) facility.

|  |  |
| --- | --- |
| Building/Room: |  |
| Square footage: |  |
| Cost per month: |  |
| Investigator name: |  |
| Hawk ID #: |  |
| Account #: |  |
| Intended use: | Housing  Procedural Space  Housing and procedural space |
| Comments: |  |

**Terms**

* Length of agreement will be up to one year (renewable on July 1st, regardless of start date).
* OAR staff will enter rooms daily to provide daily animal health and room use oversight
  + Select one of the following:

My experimental design *allows* for OAR staff to enter the housing room daily

My experimental design *prevents* OAR staff from entering the housing room daily

* + If your experimental design prevents OAR from entering the room every day, this arrangement must be described and approved in the animal protocol
  + In addition, it must be supported by an OAR Husbandry Manager, in consultation with an OAR veterinarian

I have communicated with an OAR Animal Husbandry Manager (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about this unique need (OAR not entering animal housing room daily). Training for lab staff on room maintenance, conducting daily animal health checks and procuring supplies was conducted. Arrangements for room signage and logs exist.

* Room transfer slips must be completed and submitted to the OAR administrative staff to show animal movement and housing

**Services rendered** (must select one)

OAR personnel will provide standard husbandry care for animals and room maintenance.

* Standard Husbandry Care includes:
  + Daily animal health checks
  + Feed/water/cage changes (unless Lab performing Husbandry tags and log sheets are present)
  + Housing rack maintenance and sanitation
* Room maintenance includes:
  + Sweep and mop room
  + Routine room maintenance and cleaning (ex: walls, flat surfaces, standard feed bin/cage change station sanitation, changing filters)
  + Restock supplies (ex: feed, gloves, surface disinfectant, terry wipes)

Lab personnel will provide standard husbandry care for animals and room maintenance. OAR will enter room daily and provide animal health oversight.

* OAR will conduct
  + Daily animal health checks
  + Restock supplies (ex: feed, gloves, surface disinfectant, terry wipes)
* Lab will conduct
  + Standard husbandry Care including:
    - Daily animal health checks
    - Feed/water/cage changes (must use Lab performing Husbandry tags and log sheets)
    - Housing rack maintenance and sanitation
  + Room maintenance includes:
    - Sweep and mop room
    - Routine room maintenance and cleaning (ex: walls, flat surfaces, standard feed bin/cage change station sanitation, changing filters)
    - Lab must keep approved room maintenance logs indicating that these task were completed as required

Lab personnel will provide standard husbandry care for animals and OAR will provide animal health oversight and holding room maintenance

* OAR will conduct
  + Daily animal health checks
  + Room maintenance
    - Sweep and mop room
    - Routine room maintenance and cleaning (ex: walls, flat surfaces, standard feed bin/cage change station sanitation, changing filters)
    - Restock supplies (ex: feed, gloves, surface disinfectant, terry wipes)
* Lab will conduct
  + Standard husbandry Care including:
    - Cage changes and other duties as stated in Lab performing Husbandry tags and log sheets
    - Housing rack maintenance and sanitation
* Any husbandry variations requested by the PI must be described in the IACUC approved Animal Protocol.

**Charge Rate**

* Procedure space assigned to individual investigator
  + $5/ft2/month plus animal maintenance (per diem) charges (when animals are housed).
* Variations to standard care may be subject to additional charges
  + Examples include:
    - Specialty caging
    - Special feeds
    - Water bottles

**OAR and IACUC Statements**

* PI is responsible for maintaining the room consistent with regulatory/institutional requirements, and for proper sanitation when required as selected above under *Services Rendered*.
  + If the room is not properly maintained, OAR personnel will be instructed to:
    - Report findings to the IACUC through established procedures
    - Clean the space and charge the PI accordingly
* OAR departmental leadership, in consultation with the IACUC, will make final decisions concerning room assignments and room disputes.
* OAR and IACUC personnel may enter a rental room at any time to conduct semi-annual inspections or for other necessary requirements. Adherence to unique light cycle or experimental design will be considered when entering or scheduling to enter the room.
* Unique housing conditions must be described and approved in the Animal Protocol.
* OAR reserves the right to terminate the contract if space use is inconsistent with this agreement or in situations where animal facility operations require reallocation of space resources.

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_

Attending Veterinarian or designee \_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_