

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

## Research Laboratory Check-Out Checklist:

## 1. EQUIPMENT

\_\_\_\_\_ All major equipment items are to be designated to others in your research group unless your research director wants them returned to the stockroom. (This includes hot plate/stirrers, heating mantles, and variacs).

\_\_\_\_\_ Gas cylinders not currently in use by others in the group can be returned to the stockroom. Credit will be given to your group for full cylinder gases and working regulators returned to the stockroom.

## 2. GLASSWARE

\_\_\_\_\_ All glassware must be clean regardless if it stays in the lab or is returned to the stockroom. Credit will be given on clean "stock" glassware returned to the stockroom.

## 3. CHEMICALS

\_\_\_\_\_ Waste chemicals must be returned to the stockroom for disposal. Waste must be clearly labeled and packaged in clean secure containers. Round bottomed flasks, erlenmeyers or beakers are not acceptable containers.

## 4. WORKING AREAS

\_\_\_\_\_ Benches and aisles clean and free of clutter.

\_\_\_\_\_ Sinks clean and free of dirty glassware, water hoses and other debris.

\_\_\_\_\_ Chemical storage areas clean and safely arranged according to chemical compatibility and shelf size.

\_\_\_\_\_ Drawers and lockers empty except for clean, useable glassware and equipment. Good chemicals remaining in the lab should be removed from drawers/lockers and safely stored where others can see/find them.

Laboratory Check-Out Complete: \_\_\_\_\_ Date \_\_\_\_\_  
(Research Director)

Stockroom Manager: \_\_\_\_\_ Date \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date \_\_\_\_\_

Books Returned to Pam: \_\_\_\_\_ Date \_\_\_\_\_

Thesis/Dissertation Given to Director of Graduate Studies: \_\_\_\_\_ Date \_\_\_\_\_

KEYS ARE RETURNED TO THE PHYSICAL PLANT. Otherwise you will be charged for them.

Forwarding Address Information: \_\_\_\_\_

Where will you be working? \_\_\_\_\_