

Check-out Instructions

Please read these instructions before beginning

Check when
completed

- _____ 1. Wash and dry any equipment which is dirty. Remove all labels. Any missing items should be replaced.
- _____ 2. Replaced all chipped, cracked, etched, or broken items at the issue room.
- _____ 3. If your wire gauze is badly rusted or has a hole in it, discard it.
- _____ 4. After removing your drawer, and cleaning it, put new paper towels in the desk to absorb H₂O.
- _____ 5. Clean your bench top thoroughly, also the sink and areas around the sinks.
- _____ 6. Place clean, dry and complete equipment in the order in which it appears on your equipment list on top of the clean bench top. (This hastens the check-out procedure considerably so that all members of the lab can be checked out in about 1.5 hours.)
- _____ 7. Sign the check-out list on the whiteboard.
- _____ 8. Sign this sheet and leave it in your desk along with the key to the padlock. Return the equipment list to the instructor.

I verify that my lab desk is in order.

Name: _____ Checked out by: _____

Desk Number: _____ Date _____