**Lab Safety Cleanliness Checklist**

**Before you leave:**

STUDENT Exit Checklist

* Unplug hot plates, Vernier equipment, and similar
* Shut down laptops (don’t just put to sleep)
* Wipe bench area with damp paper towel if needed

TA Exit Checklist

* Check that students have done the above, and take care of it if needed
* Make sure gas is off
* Turn off UV boxes
* Instrument room: Turn off MelTemps and make sure IR & MelTemp areas are clean
* If balances were used, check and brush away spills
* Refill DI water bottles
* Make sure caps/lids are on all reagents
* Wipe any benches/fume hoods that need it, including on the edges
* Throw garbage in appropriate containers
* Dispose of products or reagents in appropriate waste containers, if left out
* Check that liquid waste jugs have the caps fully screwed on
* If waste containers are full, let the instructor know
* Ask the instructor if you have any questions

INSTRUCTOR Exit Checklist

* Check that the TA(s) have done the above, and take care of it if needed. Especially:
  + Hot plates are unplugged
  + No reagents or products are left in unlabeled containers
  + Reagent and liquid waste containers are fully capped
* Check that fume hoods are clean and ready to use, without items accumulating
* Let Susan know if about full waste containers or problems with equipment

Safety & Cleanliness of Teaching Labs Gustavus Chemistry Department

Safety Cleanliness Checklist

(4/30/2023) Brandy Russell