



Yearly Clean-up Checklist

Location: _____

Principal Investigator: _____ Phone ext.: _____ Email: _____

Main lab contact: _____ Phone ext.: _____ Email: _____

Chemicals	Yes	No
Check your chemical inventory on Vertère to see if there are multiples of the same chemical <ul style="list-style-type: none"> Often with unstable chemicals, they will be left behind to use a new bottle and many remain half used i.e. Butyllithium (BuLi), Lithium diisopropylamide (LDA) and solvents 		
Assess whether there are any chemicals that are no longer useful		
Reorganize cabinets to ensure proper storage and to minimize cross reactions <ul style="list-style-type: none"> Often, crystallization of bottles is due to improper storage 		

Equipment	Yes	No
Clean fridges and freezers of useless samples		
Ensure all lines/tubing connecting to equipment (compressed air, nitrogen) are in good condition. If not, replace them.		
Thaw fridges/freezers <ul style="list-style-type: none"> Use Styrofoam boxes containing dry ice to keep the chemicals/samples cold 		
Purge any gas lines - (Date: _____)		
Replace oil in all equipment		

Fume Hood	Yes	No
Clean the fume hood floor and sash		
Replace oil in oil baths - (Date: _____)		
Ensure all lines/tubing connecting to apparatuses in the fume hood (water, compressed air, nitrogen) are in good condition. If not, replace them.		

Waste Containers	Yes	No
Clear out all the excess sharps and chemical waste containers		
Reassess the locations to ensure safe and effective use		

Emergency Equipment	Yes	No
Check the spill kit; does it still have the seal?		
Check the eyewash station; has it been checked monthly? If not, bring it up in group meeting		

Laboratory Cleanliness	Yes	No
Look for tripping hazards		
Clean all counters and request floors be cleaned		
Ensure permits are all in order		