

Organic Chemistry Studio

Clean-up Checklist (version 1.3 – February 8, 2012)

FACULTY

1. **SmartBoard projector** should be turned off. Caution: the screen may be blank because no signal is being sent to the projector – this does not mean the projector is off!
2. Teacher's station **touch screen** should be set to "RESET". Student computers should not be on Blank or Transmit All for overnight or long periods, because some programs students may have been running on their computers may cause crashes.
3. **Air handling** switch under teacher's station should be turned OFF at the end of the day. This switch should be left on through the day if there are any odors or if the afternoon class will be using the hoods. It is better to leave it on rather than cycle on-off through the day.
4. Student **hood sashes** must be DOWN when air handling switch is OFF.
5. Chemical **cart** should be marked "Save" or "Discard"
6. **Goggles** should be returned to the sterilization cabinet, and the timer started.

STUDENTS

7. **Balances** in instrument room should be cleaned. Area around balances should be free of waste. Balances should be turned off, with one spatula and one box of weighing paper present at each balance. Balances should never be moved.
8. **Student computers** should NOT be shut down. Please exit out of all programs you have launched. Student monitors should NOT be turned off. They will automatically go dark after a waiting period. **Never touch the screen with pen or pencil. Do not try to erase pencil marks on the screen with an eraser!** Touch the screen with your (non-gloved) hands only.
9. **Student stations** in hoods should be cleaned, leaving hot plate, ring stand rod, two clamps, large magnetic stir bar, and, where present, the digital thermometer (from the hot plate) in place. All hot plates should be unplugged. Bunsen burners and igniters should NOT be stored in the hoods, to avoid students using them when solvents are present.

Checklist for each hood station

- A. Hot plate/Stirrer unplugged
- B. Ring stand rod securely attached to hot plate
- C. Digital thermometer present (with the newer hot-plate stirrers)
- D. Large stir bar present (for stirring water baths)
- E. Aluminum heating block present
- F. **Two** small clamps should remain attached to ring stand rod
- G. One hose attached to water and one attached to nitrogen line, one extra water hose
- H. *No other equipment stored in hood* – i.e. Bunsen burners and spark igniters put away.

10. **Chairs** should be pushed in.

11. **Student tables** should be wiped clean of eraser dust and debris.

12. **Microscale glassware** kits should be kept in separate storage area rather than under the hoods. Each kit should be labeled with the hood number. Students should insure no extra glassware is left in the kit, and pieces from the non-ground glass kit should not be confused with the ground-glass kits. **Do not put acetone-rinsed glassware in the foam kit until all acetone has evaporated, or it will dissolve the foam!**

Complete Kit (ground glass): (Caps and o-rings may be attached to glassware)



Complete kit (non-ground glass):



13. **Regular** glassware is kept in bins under the hoods. Eventually each pair of students in each class will have a clearly labeled bin. For now, we are sharing glassware so please only put clean glassware back in the bin.
14. **Student samples** or incomplete experiments should be clearly labeled, and preferably stored in an area designated for your class. Whenever possible, avoid using microscale glassware to store samples.
15. **If you do not know where something belongs, leave it on one of the benches or the teacher's station.**

STOCKROOM/WORK STUDY

16. **Waste containers** should be checked and removed if full. These include glass waste, organic liquid waste, inorganic liquid waste, and special waste containers.
17. **Chemicals** should be returned to the cart, and the cart should be removed to the stockroom if marked “Discard”, or left in the instrument room if marked “Save”
18. **Solvent pumps** should be removed from their bottles. If used with pure solvents, these pumps can simply be flushed with air until dry. If used with aqueous solutions, the pumps should be flushed with distilled water until clean, then with air until dry. Insure that no parts have fallen into the reagent bottle.
19. **Extra glassware** should be restocked, and dirty glassware brought back to the stockroom.
20. **Deionized water** squirt bottles should be refilled. 5-6 should be at each of the four sinks.
21. **Paper towel rolls** should be available at each sink.
22. **Nitrile glove** supply should be checked and replenished.

FACILITIES STAFF

23. **Non-hazardous trash** should be emptied regularly, and floor cleaned.