

Check Out Checklist

- All glassware in the drawer should be clean.

This includes removing all labels, tape, and pen markings!

- Remove **all** personal items. This includes goggles!
 - Remove the mat from each drawer; shake debris into the trash.
 - Wipe down the inside of the drawer before replacing the mat.
 - Broken glassware should go into the broken glassware bucket.
 - Extra items should go into the designated “lost and found” container in the hood.
 - Check the “lost and found” container to replace missing items.
 - Direct students to return any shared items including thermometers, strikers, unknown bottles, and other equipment.
 - Students may note missing items on the index card on the outside of the drawer. Please leave cards in place if there are no missing items.
 - Wipe down the lab bench work area before leaving.
- Things to know:
 - Lab check out is not optional.
 - We cannot accept donations of used goggles.
 - The students have paid for their goggles, aprons, lab coats, and the pens with their lab fees. They are welcome and encouraged to take all of these home.
 - Students are not charged for broken glassware.
 - Please do not write on the drawer inventory sheets.
 - Missing items will be added into the drawer during the semester break.