**Lab Clean-Up**

*To be done at the end of every class meeting before you leave!*

1.) Clean up reagents after *every* use.

 All lids and droppers should be replaced immediately.

 Any consumable items (i.e., pH paper) should be disposed of properly after use.

 Acid spills should be neutralized with baking soda and swept up *immediately*.

 Base spills should be neutralized with vinegar and cleaned up *immediately*.

2.) Clean up the balances after *every* use.

 Any spilled chemical should be swept off balance AND counter and disposed of properly.

 All personal items should be removed.

 All trash should be disposed of properly.

3.) Clean up the sample oven and cabinet after *every* use.

 Clearly label any sample left in either oven or cabinet.

 Remove any sample by the start of the next experiment.

4.) Return all personal equipment to your drawer/locker.

5.) Return all classroom equipment to their assigned spaces.

 **HOT PLATES:** Must be turned off no later than 10 minutes before class end to cool.

 Wipe down all surfaces with a wet paper towel.

 Wrap cord around the base and return to shelf.

 **GLASSWARE:** Must be disassembled and each piece cleaned thoroughly with DI water.

 Return *carefully* to their assigned drawers (avoid chipping or breaking).

 **STIRBARS:**  Wipe clean with DI water and return to the front desk.

 **THERMOMETERS:**  Wipe clean and return to holder.

 **OTHERS:**  Clean with DI water and return to their appropriate place.

6.) Clean your work spaces.

 **HOODS:**  All equipment removed and returned.

 Surface cleaned with solids swept up and liquids dried with paper towels.

 Any rubber tubing used should be replaced to hang over the bars.

 Any trash should be disposed of properly.

 **COUNTERS:**  All equipment removed and returned.

 Surface cleaned with solids swept up and liquids dried with paper towels.

 Any trash should be disposed of properly.

 **FLOORS:**  Any spills should be cleaned up and dried thoroughly with paper towels.

 Any trash should be disposed of properly.

***It is all of our responsibility to keep our lab room clean! Please do your part!***