

MNP Labs Weekly Checklist

Room number: Lab Name:

Name: Date:(every other Friday).

Only tick what has been done – it may not be appropriate to do everything!

General Tasks:

- Tidy surfaces
- Remove unlabelled samples
- Remove / dispose of any waste
- Wipe down surfaces
- Replace domestic waste bin bag – place tied bag by bins in corridor
- If offensive waste bin is full, please inform lab coordinator or if they are unavailable, Ben
- If sharps bins are full – please inform Ben
- If sink(s) present, run each tap for 30 seconds
- Brush floor
- Mop floor
- Vac floor

Chem & Bio Lab Tasks:

- Check fume cupboards are clean, tidy and NOT being used for storage
- All glassware cleaned, rinsed and put in drying oven
- Solvent/Acid bottles, **washed out** and disposed of (if glass, in bins outside; if plastic, remove label and domestic bin)
- Check fridge & freezers are not too full or iced up
- Ultrapure water – check 18.2 MΩ.cm & check spout is clean
- Check Solvent Waste levels

General Lab Stock Items:

Item	Quantity left	Topped up
Gloves – Large		
Gloves – Medium		
Gloves – Small		
White roll		
Pipette Tips - 10 ml		
Pipette Tips - 1 ml		
Pipette Tips – 100 µl		
Pipette Tips - 10 µl		
Aluminium Foil		
Hand Towels		

Additional Comments:

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Specialist Lab Stock Items:

Item	Quantity left	Topped up
Piranha gloves – Large		
Piranha gloves – Medium		
Piranha gloves – Small		
Petri dishes – 90 mm		
Petri dishes – 55mm		
Label printer tape		
Weighing boats – small		
Weighing boats – medium		
Weighing boats – large		
Glass pipettes – short		
Glass pipettes - long		
Pipette bulbs		
Parafilm		
Magnetic Stirrers		
Thermometers		
Eppendorfs – 1.5 ml		
Eppendorfs – 0.5 ml		
Useful tubes		
Falcon tubes – 50 ml		
Falcon tubes – 15 ml		
Decon 90		See Ben
PBS tablets		
Glycerol		
Ethylene Glycol		
Hydrogen Peroxide		See Ben
Methanol		See Ben
Ethanol		
Propanol		
Acetone		
Dichloromethanol		
Chloroform		
Acetic acid		See Ben
Sulphuric acid		
Phosphoric Acid		
Nitric Acid		
Hydrochloric acid		

