Workshop Wizard Handbook

Microfluidics Lab Routine Maintenance

Chores

- 1. Check and replenish paper towels in dispensers Paper towels are stocked in brown paper packages on the shelves along the wall by the entrance.
- 2. Check and replenish gloves Check if any glove boxes are about to run out. If they are, open up the next one on top of the stack and add a new box of gloves to the bottom of the stack. Make sure there are both nitrile and latex gloves to use. Gloves are stocked on the shelves along the wall by the entrance, as well as above the vacuum furnace.
- 3. Tidy up bench spaces Properly dispose of sharps and put away tools/supplies.
- 4. Sweep and mop Walkways and under benches Use the general maintenance cart located in the hallway outside the lab. Cleaner is stored in the cabinet under the sink.
- 5. Check and replenish hazardous waste labels
- 6. Check sharps containers If full, tape off the top and place in the hazardous waste bin.
- 7. Check glass waste bin If full, seal and tape off the top.
- 8. Make sure all cabinets are locked
- 9. Check and replenish Kim wipes at every station Kim wipes are stocked on the shelves along the wall by the entrance.

To be continued

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