

## 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.
10. *Refill solvent squirt bottles in fume hood* - Fume hood should have 3 bottles of IPA, 2 bottles of Ethanol, Acetone. - Large jugs under the hood in the cabinet. - New jugs in the cabinet labeled "extra solvents." - Wear gloves and lab coat; do all refilling in the fume hood. - Keep empty solvent bottles as waste bottles. - NOTE: Acetone will drip when refilled due to pressure differences.
11. *Monitor the hazardous waste jugs* - Place in hazardous waste bin if needed
12. *Top off the Sonicator with DI water.*
13. *Replace the paper towels in the spin coaters if needed.* - Paper towels will have oil streaks if the spinner has been used.
14. *Top off cutting fluid in diamond cutter* - The blue fluid by the CNC drill
15. *Restart the Objet Printer - IN THIS ORDER:* - Turn computer and Objet off. - Turn Objet on (use mirror to find power switch in the back). - Turn computer on. - Open remote desktop. - Open Objet application on remote desktop. - Open Object Studio software on main desktop.
16. *Replace empty resin and waste containers in the printer* - Check software. If the resin level is red or has an hourglass, it cannot be put back in once taken out. Avoid wasting resin. - Restock spare materials in the grey bin under the printer. - Print new labels if necessary.
17. *Clean the pressure washing station* - Make sure water is off (both levers should be down). - Check

the yellow gloves and replace torn.

18. Restock Thinky Mix Uline jars - Stored below the workbench

19. Replace dirty bench liners - Remove, wipe area, and place a new one shiny side down.

- Unordered List ItemStored under the workbench near gloves.

20. *Turn off Olympus microscope*

21. *Turn off Keyence light*

- Power button.

22. *Refill CNC drill squirt bottle*

- Unordered List ItemUse blue coolant.

23. *Clean the laser cutter*

- Unordered List ItemTake out the (layer with a bunch of hexagons) and vacuum small bits from the potter

24. *Clean laser cutter lens*

- Tools in yellow bin.
- Place bubble wrap under the laser (in case the lens drops)
- Unscrew the cap
- Use 1 drop of cleaner and a lint-free cloth to polish both sides of the lens.
- Replace the lens, convex side should be facing down. Do not overtighten.
- NOTE: The convex side of the lens will have a more prominent (relative to the concave side) dot in the center.
- The grey knob on the laser will release the mirror for cleaning if necessary.

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