

## 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 bottle in fume hood* - Fume hood should have 3 bottles of IPA, 2 bottles of Ethanol, Acetone. - Large bottles in under the hood in the cabinet. - New bottles 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.

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