

# WSE—Housekeeping Checklist

✓/X	Note	Criterion
<b>Operations</b>		
		No food/drink in lab
		Biohazard box disposed if >3/4 full
		Chemical waste disposed if 80% full or >60 days old
		Benches wet-cleaned and dried
<b>Floors</b>		
		Debris, powder & liquid immediately cleaned up
		Floor/walking space clear of trip hazards & obstructions
		No floor storage of hazardous materials or fragile items/glass
<b>Benches &amp; tables</b>		
		Spilled material immediately cleaned up
		Free of abandoned experiments, pipettes, gloves, tools, chemicals, etc.
		All hazardous materials labeled
		Sharps shielded or disposed
		Sufficient room to conduct new experiments, unless experiment running
		Hazardous materials returned to storage
<b>Chemical fume hoods/Biological safety cabinets</b>		
		Kept closed when not in-use
		Airfoil clear (e.g., not foil-covered)
		Spilled material immediately cleaned up
		Clean/dirty materials separated (BSC only)
		No chemical waste storage (CFH only)
		No abandoned/dirty equipment
		No storage of equipment or materials
<b>Refrigerators/freezers</b>		
		Regularly defrosted (where necessary)
		All materials labeled
		Seal clean and intact
		Glass-joint/septa not used as seals
		Written inventory, with owners
<b>Storage</b>		
		No materials piled too high (esp. within 18" of sprinkler head level)
		Hazardous materials in secondary containment
		No corrosives stored above eye level (of shortest researcher)
		Cabinet tops have no storage on top
		Long-term storage in stockroom/storage room/warehouse, not lab
<b>Lasers/optical tables</b>		
		No shiny things loose on optical tables
		When not in-use, laser control key removed and properly stored
		Unused optics properly covered

**Use this checklist daily before you leave the lab!**