

Check-out Procedure

- Place all of your equipment onto your benchtop in the order in which it appears on the apparatus list and leave it there until your TA has checked it.

- Place all equipment that is not on the list and all extra equipment onto one of the benches at the sides of the lab.

- Replace missing and broken equipment. You may obtain equipment from the usual places in the lab. You may also use surplus equipment that others have left on the side benches. (Be sure that you carefully check the glassware kit and replace missing or broken items.)

- Clean the glassware. Dispose of products in the proper waste containers. Clean out the drawer.

When and only when you have completed all of the above steps,

- Ask your TA to check your equipment. Be patient. Place the equipment back into the drawer as soon as it is checked.

- Place your key into a small beaker at the front of the drawer so that it can be easily noticed, close the drawer, and submit the equipment list to your TA, making sure that your TA signs it. Checkout will not be final until you submit your key. If you do not have your key at checkout time, you may return it sometime within the following week.