

Tasks in the laboratory

General

- Fill up 2-propanol, acetone, and methanol bottles in the fume hood if they are empty. Make sure you fill up with the correct solvent! Original bottles are in the storage room. If you use the last bottle please Ostermann Melanie.
- Change sticky mats if they are dirty.
- Check if there is enough shoe cover available in the box at the entrance door.
- Check and replenish e-beam evaporator source.

Daily

- Empty rubbish box next to main entrance door (gloves, etc.).
- Check sticky mats.
- Empty little waste bin (fume hoods) every morning.

Weekly

- Change your laboratory coat if you have used it a lot.
- Check used solvent bottles (fume hoods). Empty them if necessary. Used solvent containers are in the storage room. Use the fume hood for transferring solvents! If the containers are full, fill out the “disposal document” (printed sheets can be found next to the main entrance of the NanoLab) and bring the labeled container to Per Heradstveit (Department of Physics and Technology, Per.Heradstveit@ift.uib.no).
- Clean fume hood.
- Check status of ‘main’ chemicals in the storage room. The printed list can be found on the cupboard in the storage room or under https://wiki.uib.no/nanolab/index.php/File:Main_chemicals_consumables_2014.pdf.
- Check chemical cabinets if something is leaking or bottles are expanded.

Monthly

- Empty big yellow rubbish bin. Close the bag and transfer it to a yellow container. Seal the container and bring it labeled (use same sheet as for used solvents) to Per Heradstveit. Yellow containers and sheets can be found next to the main entrance door of the NanoLab.
- Clean the fume hood. Wash all beakers, empty rubbish bins and used solvent cans, fill up safety wash bottles and remove unlabeled samples. Fume hoods are NO storage places.