## CHECKING INTO THE LABORATORY

Your lab locker contains glassware and other items. The check-in procedure is as follows

- 1. Fill out the check-in sheet with equipment list with your name, locker # and other requested information.
- 2. Check that the equipment on the list is present and in good condition.
- 3. List any missing or broken items on the front of the check-in sheet. The sheet will be kept at the stockroom; and marked, if you need to borrow special equipment for experiments.
- 4. Read the safety procedures on the check-in sheet and sign at the bottom. Give the check-in sheet to the lab tech.
- 5. Check the combination to your lock. The stockroom people will help you if needed.
- 6. If you break or lose something during the course of the semester, obtain a new item at the stockroom. You will pay for the missing or broken item at checkout time.
- 7. Checkout at the end of the semester by having your instructor sign the equipment list; take it to the stockroom for a check of your file card. Check out of your locker, even if you drop the course or there will be an administrative hold on your grades.

**For reference:** Some of these items are in the lab lockers; others can be checked out





