LAST PERSON’S CHECKLIST

When you are the last person to leave, please check the following:

*ROOM C704:*

* **Chemical cabinets are locked** (flammable cabinets; fridge; drawers with deleterious and poisonous chemicals)
* **No chemicals** are left standing **on the benches** (solvents etc) – put them back into storage place.
* **Balances** are clean
* **GC and GC-MS** are in overnight mode (last person using it needs to sign off here)
* **Rotovap heating baths** are off

*ROOM C708:*

* **Gloveboxes** are in **ECO MODE**
* **SPS pump is OFF**

*OTHER*

* **Check and record He pressure** on elemental analyzer cylinder; check that elemental analyzer is in overnight standby more