CHORE LIST CLEANUP AND MAINTENANCE GUIDE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| FREEZERS | EVERY DAY | EVERY WEEK | EVERY MONTH | EVERY FEW MONTHS | EVERY SIX MONTHS | EVERY YEAR |
| Defrost -20 (when overfrosted) |[ ] [ ] [ ] [ ] [ ] [ ]
| Defrost -80 (when overfrosted) |[ ] [ ] [ ] [ ] [ ] [ ]
| Update Freezer inventories |[ ] [ ] [ ] [ ] [ ] [ ]
| Divest old samples ( for example those more than X number of years) |[ ] [ ] [ ] [ ] [ ] [ ]
| Organize 4 degree fridges and/or cold rooms, organize and make room for new reagents |[ ] [ ] [ ] [ ] [ ] [ ]
| Organize restrictions enzymes, alphebetize, inventory, and order needed |[ ] [ ] [ ] [ ] [ ] [ ]
| OTHER (ADD YOUR OWN ITEMS BELOW) |  |  |  |  |  |  |
| Click here to make a new row. Then click the “+” button on the right-hand side of the spreadsheet. |[ ] [ ] [ ] [ ] [ ] [ ]

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| --- | --- | --- | --- | --- | --- | --- |
| COMMON LAB SPACES / SUPPLIES | EVERY DAY | EVERY WEEK | EVERY MONTH | EVERY FEW MONTHS | EVERY SIX MONTHS | EVERY YEAR |
| Organize who is responsible for regular cleaning/maintenance of lab equipment (like tissue culture hoods, incubators, water baths, pipettes, emptying lab recycling bins etc.) |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean sinks |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean tissue culture hoods |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean off scale (clean after use) |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean stirrer (clean after use) |[ ] [ ] [ ] [ ] [ ] [ ]
| Turn off unused equipment |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean water baths |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean fronts of incubators |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean tops of thermocyclers |[ ] [ ] [ ] [ ] [ ] [ ]
| Calibrate nanodrop |[ ] [ ] [ ] [ ] [ ] [ ]
| Calibrate pH meter |[ ] [ ] [ ] [ ] [ ] [ ]
| Replace old underpads if needed |[ ] [ ] [ ] [ ] [ ] [ ]
| Take inventory of lab supplies |[ ] [ ] [ ] [ ] [ ] [ ]
| Update cleaning/decontamination protocols, lab etiquette signage |[ ] [ ] [ ] [ ] [ ] [ ]
| Organize glassware/cupboards |[ ] [ ] [ ] [ ] [ ] [ ]
| Empty lab recycling bins |[ ] [ ] [ ] [ ] [ ] [ ]
| Condense and assess kits, reorder as necessary |[ ] [ ] [ ] [ ] [ ] [ ]
| Update databases (plasmids, primers etc) |[ ] [ ] [ ] [ ] [ ] [ ]
| OTHER (ADD YOUR OWN ITEMS BELOW) |  |  |  |  |  |  |
| Click here to make a new row. Then click the “+” button on the right-hand side of the spreadsheet. |[ ] [ ] [ ] [ ] [ ] [ ]

**Or check our website for more information about this event or find Green Labs tips to make your lab more sustainable!**

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| --- | --- | --- | --- | --- | --- | --- |
| CHEMICALS AND HAZARDOUS WASTE | EVERY DAY | EVERY WEEK | EVERY MONTH | EVERY FEW MONTHS | EVERY SIX MONTHS | EVERY YEAR |
| Restock/remake common lab chemicals (when needed) |[ ] [ ] [ ] [ ] [ ] [ ]
| Restock common lab areas/reagents if getting low |[ ] [ ] [ ] [ ] [ ] [ ]
| Remove old hazardous waste containers and make new ones (when needed, or after 9 months since containers were started) |[ ] [ ] [ ] [ ] [ ] [ ]
| Check and replace full broken glass containers and set up new ones (when needed) |[ ] [ ] [ ] [ ] [ ] [ ]
| Put full biohazardous waste containers into pickup locaiton, set up new ones |[ ] [ ] [ ] [ ] [ ] [ ]
| Take chemical inventory and get rid of old/unused chemicals beyond expiration date |[ ] [ ] [ ] [ ] [ ] [ ]
| Do all chemicals have an "opened" date? |[ ] [ ] [ ] [ ] [ ] [ ]
| OTHER (ADD YOUR OWN ITEMS BELOW) |  |  |  |  |  |  |
| Click here to make a new row. Then click the “+” button on the right-hand side of the spreadsheet. |[ ] [ ] [ ] [ ] [ ]  [ ]  |

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| --- | --- | --- | --- | --- | --- | --- |
| INDIVIDUAL SPACE CHORES | EVERY DAY | EVERY WEEK | EVERY MONTH | EVERY FEW MONTHS | EVERY SIX MONTHS | EVERY YEAR |
| Clean bench with 70% ethanol |[ ] [ ] [ ] [ ] [ ] [ ]
| Dispose of bench waste |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean -20 boxes |[ ] [ ] [ ] [ ] [ ] [ ]
| Organize shelf in 4 degree fridge (throw out old plates, make sure everything is organized) |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean and organize shelves above bench, empty unneeded solutions and put bottles into autoclave bin |[ ] [ ] [ ] [ ] [ ] [ ]
| Clean and organize desks |[ ] [ ] [ ] [ ] [ ] [ ]
| Make sure your computer does not use a screensaver, and that the settings are set to shut off/go to sleep after 15 mins of inactivity or overnight |[ ] [ ] [ ] [ ] [ ] [ ]
| Dust desk spaces |[ ] [ ] [ ] [ ] [ ] [ ]
| OTHER (ADD YOUR OWN ITEMS BELOW) |  |  |  |  |  |  |
| Click here to make a new row. Then click the “+” button on the right-hand side of the spreadsheet. |[ ] [ ] [ ] [ ] [ ]  [ ]  |

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