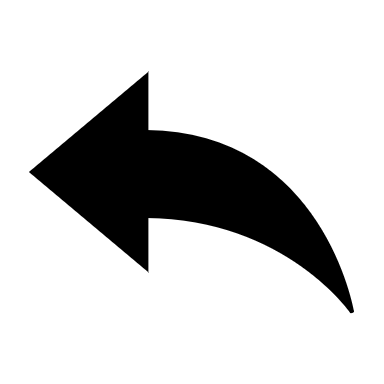
CHORE LIST CLEANUP AND MAINTENANCE GUIDE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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!**



CHORE LIST CLEANUP AND MAINTENANCE GUIDE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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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