

# 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)						

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)						

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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)						

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)						



Or check our [website](#) for more information about this event or find Green Labs tips to make your lab more sustainable!

