

Monthly Group Meeting Lab Maintenance/Cleaning

to be completed on the last group meeting of each Month

Instrument Maintenance:

- Gamry:** Run dummy Echem cell and calibrate if necessary
- UV-Vis:** Run a standard Standard sample and compare with previous months
 - Does the spectrum look good from **200-1100 nm**?
- Karl Fisher:** Replace Sieves and Septum if necessary, Run standard sample
- Glove boxes:** Regenerate and change pump oil if necessary
 - Battery Accessories? (separators + coin cell cases + electrodes)
 - SOP's up to Date? (Glovebox SOP + Drying and material Prep SOP)?
- Battery Testers:** Remove any old coin cells
 - Remove old cells to free up Channels
- All Pumps:** Check oil and replace if needed
 - Dry Ice and Container?
- Drying ovens:** Remove any dry or unnecessary glassware

Lab Safety and cleaning:

- Dispose of any chemical waste - collect and place on cart for Don Tong**
- Take red organic solvent cans to 1st floor for disposal and Empty 20 L**
- Check supply of glass waste boxes**
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- Check that all vials and containers are labeled**
- Check supply of gloves and consumables or solvents**
 - Gloves (S,M,L,xL)**
 - Kim wipes (Blue and Green)**
 - Pipet Tips (In box, 1mL, 200 uL)**
 - Vials (20mL, 4mL...)**

- Needles and syringes (1,3,5,10,20mL)**
- Solvents (Acetone, DCM, Hexanes, Ethanol, Methanol, MeCN Ethyl Acetate, Isoporpanol)**

- Check that all common areas are clean including sonicators , vacuum oven**

- Check that all containers are in the chemical inventory and update if needed**
 - This Includes personal storages!**

- Are there any safety issues that need to be fixed?**