

CHECK-IN/CHECK-OUT FORM

LABORATORY APPARATUS FOR CHEMISTRY 1111, 1203, 1204, 1251, 1252 LAB

Student Name _____ Drawer Number: _____
(please print)

Lab Course/Section #: _____ Combination: _____

Day/Time: _____ Instructor: _____

Please Read and COMPLETE at the beginning of the semester check-in:

- 1) Mark off the items on this list that are in your drawer and community cabinet.
- 2) Place extra glassware and equipment on the side counter in your lab room.
- 3) Request missing items at the stockroom window using an **Equipment Withdrawal Form**, then mark that item as IN on your sheet.
- 4) Return this sheet to your instructor at the end of the first lab.
- 5) **If you drop or withdraw from the lab, you MUST checkout of your lab drawer.**

INDIVIDUAL DRAWER CONTENTS

IN	OUT	#		IN	OUT	#	
_____	_____	1	1000-ml Beaker	_____	_____	1	Small Test Tube Brush
_____	_____	1	400-ml Beaker	_____	_____	1	Glass Rod w/ rubber spatula
_____	_____	1	250-ml Beaker	_____	_____	1	Test Tube Rack
_____	_____	1	150-ml Beaker	_____	_____	12	13x100 mm Test Tubes (small)
_____	_____	1	100-ml Beaker	_____	_____	2	16x125 mm Test Tubes (med.)
_____	_____	1	50-ml Beaker	_____	_____	2	25x200 mm Test Tubes (large)
_____	_____	1	250-ml Erlenmeyer Flask	_____	_____	1	250 ml P.E. Wash Bottle
_____	_____	3	125-ml Erlenmeyer Flasks	_____	_____	1	4 inch Watch glass
_____	_____	1	10-ml Graduated Cylinder	_____	_____	1	Small Test Tube Holder (clamp)
_____	_____	1	Crucible Tongs	_____	_____	1	Scoopula
_____	_____			_____	_____	1	65 mm glass filtering funnel

COMMUNITY CABINET CONTENTS

_____	_____	1	Ring Stand	_____	_____		
_____	_____			_____	_____		

CLEAN UP (please complete at end the of each lab)

- Disconnect all hot plates and Bunsen burners
 - Do not place electric cords on TOP of *HOT* hot plates!
 - Make certain gas valve is in OFF position
- Clean Countertop with paper towel (wipe off counter and student hood)
- Clean Sink with paper towel (remove all paper, tape, boileezers, etc)

End of Semester Check-out:

- 1) Glassware must be cleaned and tape removed.
- 2) Mark off the items on this list that are in your drawer and cabinet.
- 3) Place extra glassware and equipment on the side counter in your lab room.
- 4) Request missing items at the stockroom window then mark that item as OUT on your sheet.
- 5) The lab instructor will inspect your drawer for cleanliness and completeness.
- 6) Your instructor will sign the sheet to when check-out is complete.

LAB INSTRUCTOR'S SIGNATURE (checkout) _____