

CHECK-IN/CHECK-OUT FORM
LABORATORY APPARATUS FOR ORGANIC CHEMISTRY

STUDENT NAME _____ DRAWER NUMBER: _____

LAB COURSE/ SECTION: _____
(please print)

COMBINATION: _____

DAY/ TIME OF LAB: _____

INSTRUCTOR: _____

Please Read and COMPLETE:

On the first day of lab check-in:

- 1) Complete the information above.
- 2) Mark off the items on this list that are in your drawer and community cabinet.
- 3) Place any 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 IN on your sheet.
- 5) This sheet must be returned to your instructor to complete check-in.

INDIVIDUAL DRAWER CONTENTS

IN	OUT		IN	OUT	
_____	_____	1 1000-ml Beaker	_____	_____	1 65-ml Powder Funnel
_____	_____	1 400-ml Beaker	_____	_____	1 65-ml Stemless Funnel
_____	_____	1 250-ml Beaker	_____	_____	1 65-ml Short-Stemmed Funnel
_____	_____	1 150-ml Beaker	_____	_____	1 Buchner Funnel, size 0
_____	_____	1 100-ml Beaker	_____	_____	1 Buchner Funnel, size 1
_____	_____	1 50-ml Beaker	_____	_____	1 Test Tube Rack
_____	_____	2 250-ml Erlenmeyer Flask	_____	_____	10 13x100 mm Test Tubes (small)
_____	_____	3 125-ml Erlenmeyer Flasks	_____	_____	1 18x150 mm Test Tubes (med.)
_____	_____	3 50-ml Erlenmeyer Flasks	_____	_____	2 25x250 mm Test Tubes (large)
_____	_____	2 25-ml Erlenmeyer Flasks	_____	_____	1 Test Tube Holder (clamp)
_____	_____	1 10-ml Graduated Cylinder	_____	_____	1 100-ml Graduated Cylinder
_____	_____	1 250-ml Vacuum Flask	_____	_____	2 4 inch Watch glass
_____	_____	1 125-ml Vacuum Flask	_____	_____	1 Scoopula
_____	_____	1 Wire Gauze	_____	_____	1 Spatula
_____	_____	1 Gooch Filter Adapter #3	_____	_____	1 250 ml P.E. Wash Bottle
_____	_____	1 Cork Ring	_____	_____	1 Glass Rods w/Rubber Spatula
_____	_____	1 Steel Forceps	_____	_____	1 Test Tube Brush, medium
_____	_____	6 Screw-Cap Vials	_____	_____	1 Test Tube Brush, small

CLEAN UP (please complete at end of each lab)

- Clean Sink with paper towel (remove all paper, tape, boileezers, etc)
- Clean Countertop with paper towel (wipe off counter and student hood)
- Disconnect Hotplate (wipe off with sponge)
- Turn off Steam and Gas
- Empty Steam Bath and Trap Bottle

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 all extra 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) Please obtain your instructor's signature to signify that your drawer check-out is complete.

LAB INSTRUCTOR'S SIGNATURE (checkout)