EQUIPMENT CHECK LIST

Chemistry 301

The following items should be stocked in your drawer. These items **MUST** be clean, dry, and in good condition, with no chips, cracks, or rust. Be sure equipment is **COMPLETE** before you declare yourself checked-in, otherwise you will be responsible for missing or broken items at the end of the semester. *List any exceptions on the BACK*.

IN	OUT	
		6 Beakers:
		1 Dialysis beaker
		1 Beaker, 150mL
		2 beakers, 250mL
		1 Beaker, 400mL
		4 Erlenmeyer flasks:
		1 - Erlenmeyer flask, 25mL
		1 - Erlenmeyer flask, 50mL
		1 - Erlenmeyer flask, 125mL
		1 - Erlenmeyer flask, 250mL
		1 - Marker pen,
		1 - Plastic funnel

IN	OUT	
		1 Test tube rack
		8 - Test Tubes, 16mmx150mm
		2 Boxes of Pipette Tips:
		1 box (yellow)
		1 box (blue)
		3 Graduated cylinders:
		1 - Graduated cylinder, 10mL
		1 - Graduated cylinder, 50mL
		1 - Graduated cylinder,100mL
		1 - Ruler
		1 - plastic bottle

➔ AT THE **BEGINNING** OF THE SEMESTER: ➔

1. Follow instructions according to your Instructor.
2. If you're missing any equipment, or if any equipment is broken, proceed to Step 3.
    a. If you *are not* missing equipment, proceed to Step 4 and then Step 6.
3. **Please make a complete list on the next sheet (*List of Items for Issue*) of any such items before going to the stockroom**.

Date _____ Desk # _____

Student's Signature _____

LIST OF ITEMS FOR ISSUE

Please make only ONE trip to the Stockroom.

CHECK IN:

(At the **BEGINNING** of the Semester)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Instructor's Signature_____

CHECK OUT:

(At the **END** of the Semester)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Instructor's Signature_____

4. **Get approval for issue** from your **Instructor** before going to the stockroom. *If your drawer is complete, have your Instructor sign off on this sheet in the appropriate column (check-in or check-out).*
5. Bring your list to the stockroom (room 329), and pick up any needed items.
6. **After** you have made sure the equipment in your drawer is complete, **sign below**.

I have received the above items and will return them in good condition when I check-out.
I understand that I will be billed for any items that have been lost or broken as well as for any items that I have checked out and have not properly checked back in.
Failure to check-out of lab will incur a $20.00 fine.

Date _____ Desk # _____

Student's Signature

7. **RETURN "EQUIPMENT CHECKLIST" AND "LIST OF ITEMS TO ISSUE" SHEETS TO YOUR INSTRUCTOR.**