

# EQUIPMENT CHECK LIST

## Chemistry 313

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 "List of Items for Issue" sheet.

IN	OUT		IN	OUT	
		1 - condenser (19/22)			5 - pipets, 1mL 1/100
		1 - distilling column (19/22)condenser			1 - pasteur pipet bulb
		1 - glass stopper (19/22)			1 - plastic funnel
		1 - thermometer holder, neoprene			1 - watch glass
		1 - boiling flask, round bottom, 25mL			1 - stemless funnel
		1 - boiling flask, round bottom, 50mL			1 - filtervac
		1 - boiling flask, round bottom, 100mL			1 - syringe, 1mL glass or plastic
		1 - connecting tube, vacuum (19/22)			1 - test tube clamp
		1 - connecting tube, claisen (19/22)			2 - centrifuge tubes, 15mL
		1 - connecting tube, 3 way (19/22)			1 - glass stirring rod
		1 - thermometer adapter (19/22)			1 - rubber policeman
		1 - separatory funnel, 125mL			1 - scoopula
		1 - Büchner funnel			1 - microspatula
		<i>4 - beakers:</i>			4 - medicine droppers
		1 - beaker, 30mL			<i>4 - filter flasks:</i>
		1 - beaker, 50mL			1 - filter flask, 25mL
		1 - beaker, 100mL			1 - filter flask, 50mL
		1 - beaker, 250mL			1 - filter flask, 125mL
		<i>10 - Erlenmeyer flasks:</i>			1 - filter flask, 250mL
		5 - Erlenmeyer flasks, 10mL			<b>MICROGLASSWARE</b>
		2 - Erlenmeyer flasks, 25mL			1 - Hirsch funnel, plastic
		2 - Erlenmeyer flasks, 50mL			1 - filter adapter
		1 - Erlenmeyer flask, 125mL			1 - column top, plastic, conical
		1 - Erlenmeyer flask, 250mL			2 - stirring rods, glass, 6"
		<i>2 - graduated cylinders:</i>			1 - syringe, 2.5 or 5.0mL
		1 - graduated cylinder, 10mL			2 - needles, 22 gauge
		1 - graduated cylinder, 25ml <i>or</i> 50mL			4 - reaction tubes

Date

Desk #

Student's Signature

➔ AT THE BEGINNING OF THE SEMESTER: ⬅

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

## 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/TA's Signature _____	

CHECK OUT:	
(At the END of the Semester)	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
Instructor's/TA's Signature _____	

4. **Get approval for issue** from your **Instructor or TA** before going to the stockroom. *If your drawer is complete, have your Instructor or TA 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.

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Date

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Desk #

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Student's Signature

7. **RETURN THIS SHEET TO YOUR INSTRUCTOR/TEACHING ASSISTANT (T.A.).**