

# EQUIPMENT CHECK LIST

## Chemistry 209

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 – wash bottle, plastic, 250mL or 500mL			2 – glass stirring rods (any size)
		1 – watch glass			1 – rubber policeman
		1 – plastic funnel, 75mm			1 – scoopula
		7 – beakers:			1 – microspatula
		1 – beaker, 30mL			2 – medicine droppers
		1 – beaker, 50mL			1 – sponge
		2 – beakers, 100mL			1 – test tube clamp
		1 – beaker, 250mL			7 – test tubes, various sizes
		1 – beaker, 400mL			1 – test tube, 25x200mm (v.large)
		1 – beaker, 600mL			6 – test tubes, 16x150 (large)
		2 – Erlenmeyer flasks:			2 – test tube brushes:
		1 - Erlenmeyer flask, 125mL			1 – test tube brush, large
		1 - Erlenmeyer flask, 250mL			1 – test tube brush, small
		2 – graduated cylinders:			
		1 - graduated cylinder, 10mL			
		1 - graduated cylinder, 50ml <i>or</i> 100mL			

➔ AT THE BEGINNING OF THE SEMESTER: ➔

1. Follow instructions according to your Instructor and/or TA.
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

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 or TA's signature _____	

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

4. **Get approval for issue** from your **Instructor/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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Desk #

\_\_\_\_\_  
Student's Signature

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