

# Laboratory Closing Checklist

Daily Operations

LABORATORY	DATE ___/___/___	CLOSED BY
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## INSTRUMENTS & EQUIPMENT

- |   |   |
|---|---|
| <input type="checkbox"/> Analytical instruments shut down (or on standby) | <input type="checkbox"/> Centrifuges stopped, lids open           |
| <input type="checkbox"/> Hotplates and heating mantles off                | <input type="checkbox"/> Autoclaves cycle complete, depressurised |
| <input type="checkbox"/> Water baths and ovens off (unless overnight run) | <input type="checkbox"/> UV lamps and curing lights off           |

## GAS & CHEMICALS

- |  |   |
|--|---|
| <input type="checkbox"/> Gas cylinder valves closed at cylinder      | <input type="checkbox"/> Solvent and acid cabinets closed and latched |
| <input type="checkbox"/> Regulators vented and line pressure at zero | <input type="checkbox"/> No chemicals left open on benches            |
| <input type="checkbox"/> All chemicals returned to storage           | <input type="checkbox"/> Spill kit accessible and complete            |

## FUME HOODS & BIOSAFETY CABINETS

- |  |   |
|--|---|
| <input type="checkbox"/> Fume hoods sash lowered to operating position | <input type="checkbox"/> Biosafety cabinets UV cycle complete (if used) |
| <input type="checkbox"/> Nothing left inside hoods (unless in use)     | <input type="checkbox"/> Hood exhaust fans running (24/7 requirement)   |

## WASTE & HOUSEKEEPING

- |  |   |
|--|---|
| <input type="checkbox"/> Chemical waste containers closed and labelled | <input type="checkbox"/> Glassware washed or soaking        |
| <input type="checkbox"/> Sharps containers not overfull                | <input type="checkbox"/> Floor clear of trip hazards        |
| <input type="checkbox"/> Bench tops wiped clean                        | <input type="checkbox"/> General waste bins not overflowing |

## ENVIRONMENT & SECURITY

- Lab temperature and humidity noted
- Refrigerator / freezer doors sealed
- Windows closed
- Lights off (except as required)
- Lab door locked

Notes for next day

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Signature \_\_\_\_\_

**Notes**


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