

Stockroom Procedures

FIRST OF ALL – LEARN YOUR DRAWER NUMBER!

It's just three little digits...

Checking In: Go through the contents of your drawer – you should have everything on the list. Put a check mark by what you have, and come to the stockroom to get any needed replacement items. **BY SIGNING YOUR NAME AT THE BOTTOM**, you are affirming that your drawer is complete.

Organic Students – take the key, turn the envelope into the stockroom, along with the check-in sheet.

General Chemistry Students – jot down your lock combinations!

Throughout the semester, as things get broken or lost, you will check out replacement items from the stockroom. These items will need to be paid for at the end of the semester. This is why it is wise to put your things **BACK IN YOUR DRAWER** at the end of class. Items left on the counters will be collected at the end of each day. This means if your glassware is left out, you will lose it and have to pay for its replacement at check-out time ☹. Most work-in-progress should be stored in your drawer – if directed otherwise by the lab instructor, make sure you have your name on it along with a visible note that says “SAVE”.

There will be many things you need for class that are not part of your regular drawer contents (Organic Lab Glassware, stir bars, thermometers, large beakers...). Check these out of the stockroom **WITH YOUR DRAWER NUMBER**. Then when you are done, return the items back to the stockroom window – **BE SURE TO GET YOUR CHECKOUT SLIP!!** This is the only way we know the item was returned!

Checking out: Get the check-in sheet from the stockroom. Once again, go through the contents of your drawer. **WASH STUFF!** Leave things clean, replace the brown paper drawer liner, put any unknowns or chemicals on the bench. Check out replacement items from the stockroom.

Have the TA or lab instructor check your drawers and initial your sheet when you are done. Return sheet to the stockroom. Organic students should return the key at this time also.