

# Back-to-School Checklist for Your Science Department

The new term will be here before you know it. Use this easy checklist to get off to a great start.

1. Review and inventory all chemicals in the storeroom. Make sure labels are visible and legible. Check quantities and dates. Make notes of items you need to reorder.
2. Uncover, inspect and clean balances and other electronic equipment. Put aside any that may need further inspection/repair. Plug equipment in and test to ensure it is in working order.
3. Wipe down lab tables and benches.
4. Inventory all glassware and plasticware. If you need additional items for upcoming labs, add to your order.
5. Check your soap dispensers and paper towels. If more are needed, notify your maintenance department.
6. Check your lab spill cleanup supplies. Order more, if needed. For example, sodium bicarbonate for acid neutralization.
7. Check your supply of lab detergent. Order more Alconox®, if needed.
8. Perform an inspection of goggles and your goggle sanitizer. Order additional goggle straps or goggles, if needed. Check that your bulb is working. Order a replacement bulb, if needed.
9. Check that your safety equipment is present, in working order, and that you have sufficient supplies for incoming students.
10. Review and inventory all chemicals in the storeroom. Make sure labels are visible and legible. Check quantities and dates. Make notes of items you need to reorder.

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