

Check list for end of work day

In the evening the following things are to be checked:

- Switch off and unplug all electrical appliances used in the fume hoods.
- While doing this also check the taps to be closed.
- In the fume hoods the light has to be switched off and all the fume hoods have to be closed.
- All chemicals have to be orderly stored in tightly closed containers. All apparatus has to be labelled. (Use the appropriate form!)
- No unhygienic or even hazardous conditions are allowed.
(Spilled chemicals, broken glass lying around)
- The can for the waste solvents should be closed!
- If available, switch off the UV-Lamp.
(The fluorescent tube has a limited life time. the price of a new tube is ca. € 50!)
- Switch off the drying ovens.
- All pumps have to be switched off. Empty all dewars – don't forget the cooling trap.
- The main valves of the pressure cylinders are to be closed. Remaining pressure in the reducing valve or in the needle valve has to be released.
- The Rotary evaporator and its heating bath is to be switched off. The controller has to be switched off by the main power switch found on the plugin unit at the back.
- All windows are to be closed.
Because incoming air is switched off in the night, in the winter the room may cool down by an open window below 0 °C, which may cause expensive damages by frozen water supply lines. In the summer it may be meaningful to keep the tilting windows open overnight to release the heat. In this case the blinds have to be moved down so far that the tilting windows are covered. Otherwise (thunder)storms may press water into the room.
- Digital balances may be left switched on. The same is of course valid for a refrigerator. If there is an old mechanical balance in the room, their scale illumination has to be switched off, because a replacement bulb is very expensive.

If everything has been done, it should be completely silent in the room except the noise made by the air ventilation. Do you still hear the rippling of water?

In this case anywhere cooling water is still running which has to be switched off.

At last the room light is switched off.

Some more words to the students

You have nothing to do with this, because that are all jobs for the assistants?

It will take only a short period of time until YOU have a responsible position yourself! Prepare yourself in time and try to „train your eyes“ to see those things and learn to carry about this. The assistants may even order you to do some of these things. A good course mark not only depends on yield and purity of your products but also on your ability to act in a responsible manner.