

Lund university, Kemicentrum

Check-out when leaving the department/division for

General check-out	Done
Computer files are saved and unnecessary files removed	
Return card and keys	
Return books to the library at Kemicentrum	
Remove all personal belongings in the office	
Before leaving the laboratory, check that:	
The lab bench and glassware are cleaned	
The fume hoods and ventilated benches are emptied and cleaned	
Stock solutions and samples have been properly disposed of (unless otherwise agreed with the supervisor)	
All freezers, fridges, and the cold rooms have been checked for stock solutions and samples	
All waste vessels have been properly labelled and left for destruction	
The laboratory book is clearly written and complete and given to the supervisor	
If anything should be saved (files, samples, stock solutions etc), the name of the supervisor must be clearly indicated.	

I hereby assure that the check-out has been performed.

Lund / 20.....

Supervisor

I hereby assure that the check-out has been performed.

Lund / 20.....

Guest/employee