

Check-out list when leaving the lab

The list is to be handed to your group leader/supervisor before leaving the lab.

Plan your time! Start at least 2 weeks before you leave. Discuss with your group leader/supervisor what samples/solutions to spare and what to discard.

#	Task	done
1.	-80 C freezer. Discard or reassign the box(s) to another group member	
2.	-20 C freezer. Discard or reassign the items	
3.	fridge (+4C). Discard or reassign the items	
4.	Lab bench/ storage. Clean your lab bench, discard or reassign the items	
5.	Common equipment. Backup data and remove from common equipment's computers	
6.	Office place. Clean, discard or reassign all folders and poster tubes	
7.	ELN Electronic notebooks. Make sure all experiments have been signed. Make sure your PI have all files and raw data	
8.	Computers. Return KI computer to IT	
9.	Return cards: temporary to Paula or Katja, e-service card/badge to PI	
10.	Kitchen. Remove your food from the fridge	
11.		
#	Other assignments which need to be handed over	done
1.	If you are on the alarm list for Open Logger , contact Paula Mannström to be deleted from the list	
2.	If you are user of Clustermarket , contact Paula Mannström to be deleted from the list	
3.	If you are a superuser in FreezerPro , assign someone in the group to take over, inform about procedures, fill in the document "Beställning access FreezerPro" and send to their mailbox.	
4.	Teams/Outlook group mail lists , contact Paula Mannström to be deleted from other group mail lists/Teams groups	