

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/lab 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	
7.	ELN Electronic note books. Make sure all experiments have been signed	
8.	Computers. Hand to PI files, including raw data	
9.	Temporary cards. If you have, return to Paula or Katja	
10.	Kitchen. Remove your food from the fridge	
11.		
#	Other assignments which needs to be handed over	done
1.	Open Logger. If you are on the alarm list for Open Logger, contact Paula Mannström to be deleted from the list	
2.	Skedda. If you are user of Skedda, contact Paula Mannström to be deleted from the list	
3.		
4.		