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| --- | --- | --- | --- |
| ***Work down the list, stopping and fixing issues or note ones that can cannot be corrected on the spot.*** | **OK** | **Not OK** | **N/A** |
| 1. **General Conditions:**Lights functioning properly. No bulbs burned out.Doors open and close freely. Flooring in good condition. No signs of leaks.
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| 1. **Earthquake Ready**Boxes and other bulk materials could not block exit routes. Shelves have chains or lips. Items restrained (over 4 feet).
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| 1. **Laboratory Ventilation:**Check that all fume hoods, glove boxes, and other local exhaust ventilation systems are operating properly, unless posted.
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| 1. **Safety Equipment:**Check that inspection date for the eyewash/shower is within 3 months and that access to unit is not blocked. Check that any toxic gas/O2 monitors are within calibration and functioning.
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| 1. **Safety Supplies:**Check that spill supplies are available and that HF/Phenol kits are not expired. Check that you have hand soap, paper towels, gloves, *etc.*
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| 1. **Water and Other Utilities:**Run water in sinks, chillers, filtration systems, *etc.* and watch for leaks.Check that all utilities (house N2, natural gas, *etc.*) are functioning properly.
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| 1. **Gas Cylinders/Systems:**Check that cylinders are secured properly and gas systems are not leaking and properly labeled.
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| 1. **Electrical:**Are all plugs securely in the sockets & cords intact? Any burn marks or scorching? Test GFCI outlets/plug strips, and turn on surge protectors.
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| 1. **General Equipment:**Test run all equipment – any odd noises, vibrations, other issues? Does any equipment need recalibration/recertification before use?
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| 1. **Waste:**Check the dates on all your accumulating waste, and requisition containers as necessary. Ask your Generator Assistant for help if needed.
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| 1. **Chemical Storage:**Proper storage (trays, flammable cabinet, etc.) Any unusual odors, spills, or leaks?
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| 1. **Please note issues that require additional attention:**

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