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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. |  |  |  |
| 1. **Earthquake Ready** Boxes and other bulk materials could not block exit routes.  Shelves have chains or lips. Items restrained (over 4 feet). |  |  |  |
| 1. **Laboratory Ventilation:** Check that all fume hoods, glove boxes, and other local exhaust ventilation systems are operating properly, unless posted. |  |  |  |
| 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. |  |  |  |
| 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.* |  |  |  |
| 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. |  |  |  |
| 1. **Gas Cylinders/Systems:** Check that cylinders are secured properly and gas systems are not leaking and properly labeled. |  |  |  |
| 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. |  |  |  |
| 1. **General Equipment:** Test run all equipment – any odd noises, vibrations, other issues? Does any equipment need recalibration/recertification before use? |  |  |  |
| 1. **Waste:** Check the dates on all your accumulating waste, and requisition containers as necessary. Ask your Generator Assistant for help if needed. |  |  |  |
| 1. **Chemical Storage:** Proper storage (trays, flammable cabinet, etc.)  Any unusual odors, spills, or leaks? |  |  |  |
| 1. **Please note issues that require additional attention:** | | | |