

## Department of Chemical Engineering Laboratory Checkout Form

**Student Name:** \_\_\_\_\_

**Date of Graduation:** \_\_\_\_\_

**Student and Advisor: Please identify laboratory sites used and check as appropriate, then fill in the requested information and obtain signature(s). Where not relevant, indicate N/A.**

\_\_\_\_\_ Advisor's Lab Space  
\_\_\_\_\_ CPS Lab  
\_\_\_\_\_ Rothfus Lab  
\_\_\_\_\_ Other Lab(s) \_\_\_\_\_

**Laboratory Site #1 (Bldg/Rm)** \_\_\_\_\_

Date of exit inspection: \_\_\_\_\_

\_\_\_\_\_ Lab is clean and ready for use by the next person

\_\_\_\_\_ Office is clean and ready for use by the next person

\_\_\_\_\_ The computer is ready for the next person; administrator or other passwords are available

\_\_\_\_\_ Chemicals are stored or disposed properly

\_\_\_\_\_ Equipment is properly organized and its condition is known

\_\_\_\_\_ Data and notebooks are properly stored.

**Please sign below ONLY if all appropriate inspection points are acceptable. All chemicals must be labeled, properly stored, or disposed.**

\_\_\_\_\_  
Lab Supervisor/Advisor

\_\_\_\_\_  
Date

**If lab is NOT acceptable please write actions to be taken and date of re-inspection:**

**Actions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of re-inspection: \_\_\_\_\_

**Laboratory Site #2 (Bldg/Rm)** \_\_\_\_\_

Date of exit inspection: \_\_\_\_\_

\_\_\_\_\_ Lab is clean and ready for use by the next person

\_\_\_\_\_ Office is clean and ready for use by the next person

\_\_\_\_\_ The computer is ready for the next person; administrator or other passwords are available

\_\_\_\_\_ Chemicals are stored or disposed properly

\_\_\_\_\_ Equipment is properly organized

\_\_\_\_\_ Data and notebooks are properly stored.

Please sign below ONLY if all appropriate inspection points are acceptable. **All chemicals must be labeled, properly stored, or disposed.**

\_\_\_\_\_  
Lab Supervisor/Advisor

\_\_\_\_\_  
Date

If lab is NOT acceptable please write actions to be taken and date of re-inspection:

Actions: \_\_\_\_\_

Date of re-inspection: \_\_\_\_\_

**Laboratory Site #3 (Bldg/Rm)** \_\_\_\_\_

Date of exit inspection: \_\_\_\_\_

\_\_\_\_\_ Lab is clean and ready for use by the next person

\_\_\_\_\_ Office is clean and ready for use by the next person

\_\_\_\_\_ The computer is ready for the next person; administrator or other passwords are available

\_\_\_\_\_ Chemicals are stored or disposed properly

\_\_\_\_\_ Equipment is properly organized

\_\_\_\_\_ Data and notebooks are properly stored.

Please sign below ONLY if all appropriate inspection points are acceptable. **All chemicals must be labeled, properly stored, or disposed.**

\_\_\_\_\_  
Lab Supervisor/Advisor

\_\_\_\_\_  
Date

If lab is NOT acceptable please write actions to be taken and date of re-inspection:

Actions: \_\_\_\_\_

\_\_\_\_\_

Date of re-inspection: \_\_\_\_\_

**Laboratory Site #4 (Bldg/Rm)** \_\_\_\_\_

Date of exit inspection: \_\_\_\_\_

\_\_\_\_\_ Lab is clean and ready for use by the next person

\_\_\_\_\_ Office is clean and ready for use by the next person

\_\_\_\_\_ The computer is ready for the next person; administrator or other passwords are available

\_\_\_\_\_ Chemicals are stored or disposed properly

\_\_\_\_\_ Equipment is properly organized

\_\_\_\_\_ Data and notebooks are properly stored.

Please sign below ONLY if all appropriate inspection points are acceptable. **All chemicals must be labeled, properly stored, or disposed.**

\_\_\_\_\_  
Lab Supervisor/Advisor

\_\_\_\_\_  
Date

If lab is NOT acceptable please write actions to be taken and date of re-inspection:

Actions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_