INFORMATION ABOUT YOUR LOCKER AND THE USE OF THE STOREROOM

You have been issued a locker that has been stocked with items considered necessary and most satisfactory for your requirements. As you check into it, examine the items by inspecting the bottoms of beakers, test tubes, and all the flasks, as these items cannot be used if they are cracked or chipped. Also check the bottoms and sides of crucibles for any hairline cracks. When cracked crucibles are heated, they will most likely break. Check the thermometers for cracks or chips in the bulb or for separation of alcohol as this means the thermometer is not usable. If you note any damage, set the item aside and note it (in pencil) in your inventory sheet. When you have completed checking all of the items on the sheet, bring the sheet with any damaged items to the storeroom window, and then, if necessary, the items will be replaced. You are also required to return any items that are in excess of the number indicated on the inventory sheet.

When you come to the storeroom window, have your inventory sheet completely filled out including your email address, ID number and phone number.

REMEMBER

You are signing for all the equipment in the drawer and that the equipment is in good working order so you are responsible for the contents of your locker. Improper use of your locker contents that results in damage or breakage will affect your grade.

You will be required to obtain any extra equipment needed from the storeroom window by way of a material loan sheet. Fill out your name as well as the other requested information legibly. When returning loaned equipment, make sure to cross out your name from the loan sheet; if not, the items you borrowed will be considered still in your possession. Be sure to keep a list of everything you sign out, as this material must all be returned to the storeroom no later than the last day your lab meets. Any item not returned or breakage to any loaned item due to improper use will affect your grade.

If you drop the class or decide for whatever reason to sign out of the lab before the end of the semester, **be sure to check out of your drawer**

**DRAWER NUMBER:** ___________  **COMBINATION:** _______________