T.A. CHECKOUT PROCEDURE
Check off each task as it is completed.

Students:
- □ Hand in their locks
- □ Place all items in their lockers on the benchtop
- □ Make sure all items are clean and not cracked
- □ Throw out any scrap that has accumulated in the locker (e.g. paper towels, paper, etc.)
- □ Return extra equipment to the lost and found in the lab.
- □ Place clean locker items back into locker
- □ Clean Benchtop
- □ Sign and date locker sheets

TA’s:
- □ Make sure lockers items are not chipped, broken, or dirty.
- □ If any items are missing or broken replace the item with stock from the TA cabinet or prep room.
- □ Record any breakages in the charge book in the TA closet.
- □ Make sure students have cleaned their benchtops with a damp sponge.
- □ Sign and date locker sheets
- □ Switch locks on lockers and record on blank locker sheet

ORGANIC, ADVANCED ORGANIC, ADVANCED INORGANIC LABORATORIES:
- □ Call for a technician to inspect glassware after more than ¾ of the lockers have been checked by the teaching assistant.

TA Checkouts (for absent students):
- □ Checkout the absent students following the same checkout procedure above.
- □ Write “TA Checkout” in the student signature field.

When all locker drawers have been checked-out, return bucket, new locker list, and student locker sheets, placed in numerical order, to the stockroom.

Do not allow students to leave until all these tasks have been completed.