

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 $\frac{3}{4}$ 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.