

Lab Tour Data Sheet

Lab Name: _____ Building: _____ Room #: _____

1. Description of Lab (areas studied, types of experiments, how long has it been used for this purpose, who uses the lab)

2. Name and job title of person in charge: _____

3. How many other people use the lab? Who are they (grad/undergrad, etc.)? What do they use the lab for?

Questions for Lab Manager:

1. What Safety Concerns should I be aware of in the laboratory?

2. What experiments are running?

3. What can NOT be unplugged/when? What do you need to be present to turn off?

4. Do you have any major pieces of equipment that use water in this room? What? Cooling? Is the water reused?

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5. Do we have permission to look in your freezers to see if they have been defrosted? Yes__No__

6. Do you have Variable Air Volume (VAV) fume hoods? Yes_____ No_____

Equipment

- *The following are questions to think about while filling out the Equipment Usage Chart on page 3.*
- *Document these questions using the equipment chart and include any extra notes below.*

7. Is the equipment *donated*, on *extended loan*, or obtained *used*?

Notes:

8. Is the equipment currently being *shared*?

Notes:

9. *Can the equipment be shared*, but is not currently?

Notes:

Maintenance

Who is in charge of equipment maintenance?

Do they maintain it themselves?

Do you have any upkeep or maintenance issues that are difficult to handle?

Would you like help with these?
