



LUNDS
UNIVERSITET

Check-out at the department of _____

General checklist	Done/Date
1. Computer files are saved and unnecessary files removed.	
2. Return key card and keys.	
3. Return books to the library at Kemicentrum.	
4. Remove all personal belongings in the office.	
Before leaving the laboratory, check that:	
The lab bench and glassware are cleaned.	
The fume hoods and ventilated benches are emptied and cleaned.	
Stock solutions and samples have been properly disposed of (unless otherwise agreed with the supervisor).	
All freezers, fridges, and the cold rooms have been checked for stock solutions and samples.	
All waste vessels have been properly labelled and left for destruction.	
The laboratory book is clearly written and complete and given to the supervisor.	
If anything should be saved (files, samples, stock solutions etc.), the name of the supervisor must be clearly indicated.	

**I hereby assure that the check-out
has been performed.**

Lund _____ (date)

Supervisor

**I hereby assure that the check-out
has been performed.**

Lund _____ (date)

Guest/employee