

## Supplies needed

1. 5 gallons *distilled* water
2. Filters
  - a. 2x 5 micron Liquatec SDF-25-0505
  - b. 2x 20 micron general purpose water filter (sold in stock room)
3. Nalco fluids
  - a. 4 gallons Nalco 460-PCCL104 (pink stuff)
  - b. 1 gallon Nalco 460-CCL2567 (clear stuff)
4. 5 mg activated charcoal packets (Newport part number 90035762) (150 count)

## Tasks

1. Turn off (off off off) all lasers in lab
2. Get a cart from swap to fill with things to go
3. In no particular order
  - o Computers in lab
    - i. Backup data to Google Drive and chemistry servers
    - ii. Uninstall unnecessary software
    - iii. Install updates, bring up-to-date with homemade software
    - iv. Restart
  - o Chiller maintenance
    - i. See [chillers documentation](#) for details
    - ii. Order or purchase supplies for next time
  - o Clean laser lab
    - i. Mop the floor, trying to get as much dust as possible. **Never sweep in the laser lab!**
    - ii. Take out trash
    - iii. Empty homeless cables box
    - iv. Empty homeless screws box
    - v. Organize any cabling mess in and around laser tables
    - vi. Attempt to reconstruct the allen key sets
    - vii. Remove any unused components (optics, electronics, cabling, etc) from laser tables and surroundings. Place into appropriate locations.
    - viii. Organize optics cabinet
    - ix. Organize electronics cabinet
    - x. Organize electronics bench
  - o Clean wet lab
    - i. Fridge
    - ii. Hood
    - iii. Wash glassware, put away
    - iv. Sweep floor, then mop
    - v. Arrange and wipe counter tops, everyone cleans their own space

- vi. Empty out full waste disposal containers: sharps and glassware to the  
hoppers in the loading bay on the ground floor, chemical waste: see CHO  
for procedure if waste container is full.
- o Clean hot storage
  - i. ...
- o Clean offices
  - i. Do the dishes
  - ii. Remove old food from the fridge
  - iii. Properly clean white boards with appropriate solvent
- 4. Let lab sit overnight to allow dust to settle and the air to dehumidify
- 5. Confirm with John that things on the swap cart can be outed, take cart to subbasement
- 6. Start up the system again (best to take your time and be uncompromising). See Millenia,  
Tsunami, Spitfire etc. notes.



