

King Group

Name:

Individual Weekly Inspection

Date:

1. Report has (a) summary, (b) notebook pages, (c) supporting + reference spectra, and (d) this form?	
2. Notebook and TOC up to date?	
3. Notebook scans, data, and metadata are archived?	
4. All containers and reactions labeled?	
5. All samples correctly labeled?	
6. All volatiles capped?	
7. All flammables stored in cabinets?	
8. No clutter?	
9. All glassware washed and put away?	
10. Floors and aisle clear?	
11. Secondary spill containment?	
12. Hoses secured with clamps?	
13. Is all waste properly stored?	
14. Cylinders secure?	
15. Manifold operating pressure:	
16. Date of last oil change:	
17. Did you always wear appropriate PPE?	
18. Aside from assigned jobs, what did you do to make the lab better?	