

Cleaning responsibilities and schedule.

Attention: Please save Nitrile gloves whenever possible. Re-use gloves in your basic daily cleaning procedures (when they are not especially contaminated with any dangerous chemicals, and when you do routine basic cleaning of lab space or tools not designated for high-purity work). Of course, for high-purity procedures (for example, crystal growth, cleaning high-vacuum parts, etc) careful usage of clean gloves is necessary.

Each room has to be thoroughly cleaned once a week before the group meeting). This includes:

- sorting out the sample containers (every person must have an individual drawer or a plastic box with a lid for storing samples);
- removing scrap papers from the desks, putting useful papers – copies of POs, papers, notes, etc, in the designated folders on the shelf;
- broom sweeping the entire floor;
- removing old cover paper from the preparation benches;
- wiping clean all the surfaces (benches and desks) with paper towel and acetone/ethanol;
- placing clean cover paper on the sample prep benches;
- cleaning under the hood: empty the filled containers with used tissues/trash, wipe clean the area under the hood with paper towels and acetone, replace all Aluminum foil layering, wipe clean each wash bottle you use outside with a tissue and acetone;
- wiping all the tools (tweezers, blades, etc) with acetone;
- wiping the microscope's stand with acetone;
- check if the chemical waste, hazardous waste bottle and broken glass container need to be removed by REHS (if there is a lot of stuff in those containers – call REHS for pickup).

1. Crystal growth NPL1: Barson and Chen

2. Serin 285: Chen and Barson

3. Serin 286: Hee Taek

4. Fiber Optics 210: Chen and Pavel

5. Fiber Optics tower: Pavel.

In addition to the weekly clean-up, the following cleaning has to be done in the chemical rooms (NPL1, Serin 286, FO tower) before each crystal growth/sample preparation. Replace Al foil layering on the preparation benches, clean up all the parts used in the process (quartz tubes, silicone stoppers, vacuum parts and tools) using tissues or paper towels with acetone, wipe clean each wash bottle outside with a tissue and acetone. All the wash bottles are to be labeled on the top flange (not on a side) as shown below to avoid contamination of gloves.

