



## Clean-up Checklist



**Location:** \_\_\_\_\_ **Person in Charge of Clean-up** \_\_\_\_\_

### General Safety

- Emergency information placards at entry doors are up to date.
- Safety glasses (or laser eyewear) are available at shop/lab entrances.
- Aisles, stairwells, and entry/exit areas are clear to allow egress in an emergency.
- Access to emergency eyewash/showers, electrical panels, and fire extinguishers is clear.
- "Drop, hold and cover" spaces are clear.
- Lab/shop benches and desks are neat, with adequate clear working space.
- Food areas are clean.

### **Removal of Unneeded Materials and Equipment**

- Recyclable materials (metals, paper, etc.) moved to recycling bins.
- Excess equipment moved to staging areas.
- Trash placed in bins.

### **Electrical Equipment Inspected/Labeled**

- Unneeded equipment has been taken out of service.
- Equipment with obvious safety hazards has been identified and taken out of service.
- Action taken to initiate repair of needed Failed or Conditionally Approved equipment.

### **Seismic Inspection Completed**

- Items that need anchoring (anything taller than 4 feet) have been identified.
- Heavy overhead items have been moved or restrained.

### **Sharps**

- Sharps needed for future use are stored with blades covered.
- Unneeded sharps have been disposed in sharps containers.

### **Chemicals**

- Primary (original from manufacturer) chemical containers have CMS Barcodes.
- Liquid chemicals are in containment trays.
- Secondary containers (squeeze bottles) are labeled with contents and hazard.
- Unwanted chemicals have been discussed with SAA Manager.

### **Gas Cylinders and Cryogenics**

- Cylinders/dewars are appropriately restrained.
- Cylinders and dewars are labeled with contents and hazard.
- Unwanted cylinders/dewars have been reported to the Division Safety Coordinator.

**Management Sign-Off** \_\_\_\_\_ **Date** \_\_\_\_\_