

Housekeeping Rules for Chemistry Laboratory

1. Clean your used glassware THOROUGHLY and return it to the drawer to dry (not on the bench top).
2. Throw away all paper towels, weighing paper, etc. when you are finished. The bench top should be clean and clear when you leave.
3. All special supplies and chemicals should be returned to the raised ledge or the front bench or hood – **wherever the chemical or supply was found.**
4. If you are missing glassware or equipment in your drawer or cabinet, please ask your instructor to help you find a replacement for the missing piece. **DO NOT** go to other drawers to find supplies.

Proper laboratory housekeeping is worth 5 points for the semester. Your instructor will periodically check your work area (unannounced) after you have left lab for the day and give you credit for good housekeeping or mark you off if your housekeeping skills need to be improved.