

CHECK-IN

Using the Chem 351/3 equipment list, identify the contents of your drawers (your TA will help you do this if needed) and satisfy yourself that **ALL** the equipment listed on these equipment lists is **present, clean** and **useable**. If anything is missing or broken it may be replaced from the laboratory technician in room SA 211.

If any equipment is unclean, wash it with soap and water then rinse with acetone. If it doesn't come clean, check with your TA. If any glassware is chipped but is still useable (check with your TA if you are unsure), let your TA know. When you have determined that all equipment is **present, clean** and **useable**, you need to see your TA to sign the check-in form.

You are required to provide a lock in order to secure your drawer. We recommend a combination lock.

ONCE YOU SIGN THE CHECK-IN FORM, **YOU** ARE SAYING THAT THE EQUIPMENT KIT IS *COMPLETE, CLEAN AND USEABLE* AND THAT YOU **ACCEPT RESPONSIBILITY** FOR **ALL** THE EQUIPMENT IN YOUR **DRAWERS UNTIL CHECK-OUT**. THERE WILL BE **NO** "FREE" REPLACEMENTS ONCE YOU HAVE SIGNED THE FORM.

YOU ARE RESPONSIBLE FOR CLEANING IT, LOOKING AFTER IT, REMEMBERING TO PUT IT AWAY AFTER USE, AND SECURING YOUR DRAWERS.

The loss or breakage of any equipment assigned to you will result in you being charged for replacement of the item(s). The costs of replacement equipment are included on the Chem 351 equipment list (manual appendix). During the semester, if you break a piece of equipment or lose it, complete a replacement slip (available from your TA) then take it to SA211, where you will be issued with the replacement and the slip will be kept on file until check-out time when you will be billed for the replacements you have accumulated over the semester. You may also be required to pay for the replacement of broken communal equipment (*i.e.* not part of the normal locker equipment) if the breakage resulted from careless or improper use on your part. The cost of communal items is \$30.00 plus 60% of the remaining replacement cost.

ALL STUDENTS (INCLUDING THOSE THAT DROP OR WITHDRAW) ARE REQUIRED TO CHECK-OUT. FAILURE TO CHECK-OUT BY THE LAST WEEK OF THE LABORATORY COURSE WILL RESULT IN AN EXTRA \$30.00 LATE CHECK-OUT FEE, IN ADDITION TO ANY APPROPRIATE REPLACEMENT COSTS.

Any charges will be collected at the end of each of the courses, payable in the Chemistry Main Office. You must ensure that you have paid any charges owing by the end of the examination period, or an additional \$10.00 administration charge will be applied. *If you drop or withdraw from either course during the semester, you should check-out of your locker straight away before you forget !*

FAILURE TO PAY BREAKAGE / CHECK-OUT / LATE CHARGES WILL RESULT IN THE WITHHOLDING OF UNIVERSITY SERVICES.