

## CHECK OUT

All students who checked in to Chem 351 or Chem 353 equipment drawers are required to check out by the last laboratory period of the semester. It is important that you get back any equipment you may have lent to others or from the lost and found locker prior to completing the check out. Here are the general steps:

1. Remove all glassware from the drawer and **clean it**. Lay it out on your bench according to the schemes available from your TA.
2. Sign your name on the list on the blackboard.
3. Wait for your TA to check your equipment and transfer it back into your drawers. If anything is not clean, *you will be asked to clean it*. If any equipment is missing, your TA will add it down on your equipment slip (adding it to anything broken or replaced during the semester) and you will be charged for it in accordance with the breakage policy you signed at the beginning of the semester.
4. Once complete your drawers will be secured immediately with our locks by your TA.
5. If any breakage fee needs to be collected from you, you will be given a form to complete, the TA will add the fee and you will be asked to sign the form. You will then be given the top white copy.

Breakage fees can be paid in the Chemistry Main Office during normal office hours (8:30 -12:00 and 13:00-16:30, M-F) Failure to pay breakage fees by the due date will result in a late fee and a withhold being placed on University services. If a student fails to checkout by the last week of the laboratory part of the course, then the checkout will be performed by the laboratory staff at an additional cost of \$30 plus the cost of any missing equipment, and copy of the bill will be mailed to the student at the address on the University Registration system.