# Lab Table and Workspace Checklist

Preamble: We are implementing a 5S system of order. Specifically, the 5S are:

 1. Sort

 2. Set in Order

 3. Shine (clean and polish)

 4. Standardize

 5. Sustain

In this regard, the labs are inspected once a weak. Default on any of these points earns a yellow card unless specified otherwise:

* Dispose chemical waste properly and promptly.
* Label all chemical containers. **Failure to observe leads to an automatic red card**.
* Place all tubes, vials etc. in appropriate boxes or racks.
* Dispose of unnecessary waste paper, pipette tips etc.
* Place what can be stored into drawers or shelves, away from the workspace. **This is particularly true of papers, manuals etc**).
* Place pipettes on pipette holders.
* Glassware properly washed & cleaned.
* Clean away dirt, grime and stains on the table top. This can lead to contamination of your experiments.
* Empty waste bins.
* Set table in order – order items that must remain on the table top or workspace.

Despite the apparent length of this list, it will not take ten minutes once you develop the habit. Most days it will not take 5.