

## **Experiment 10**

### **Check-Out**

#### I. Checking-out equipment

1. Clean all your glassware thoroughly and rinse with distilled water. Dry glassware.
2. Go through your locker using your sign-in sheet and check that all of the glassware and equipment contained there is complete and in good order. Replace any broken and obtain any missing items from stockroom.
3. When your locker is complete, add your name to the waiting list on the board.
4. Once it's your turn your instructor will check your glassware and sign your sign-in sheet.

