Energy Technologies Area

Lab Area Shutdown Checklist

Complete this check sheet prior to leaving a lab area unattended during prolonged shutdown periods. Good pre-planning will prevent emergencies, floods and potential damage to equipment and lab property.

Post the completed checklist on the lab area entry door

Lab Area: **Shutdown Dates:**

Emergency Contact: **Cell Phone:**

Item	Checked By	OK
1. All process water lines are free of leaks. There are no loose connections. Disconnect from water source if possible.		☐
2. Power-off/unplug all non-essential equipment. This includes hot plates, soldering irons, ovens, furnaces, etc.		☐
3. All hazardous materials containers are closed and properly stored in cabinets. Gas cylinders are secured.		☐
4. All exhaust hoods checked. No experiments are being performed. Hood sashes are closed.		☐
5. All glove boxes checked. Adequate supply of inert gas available. All reactive metals properly stored.		☐
6. Door hazard placard is up to date including lab area contact information.		☐
7. There are no alarms activated on hoods, glove boxes, or other equipment.		☐
8. There is no evidence of water or chemical leaks on the floor or walls		☐
9. All unnecessary room lights are turned off. Windows and doors are closed.		☐
10. Doors to the lab area are locked to prevent unauthorized access. Valuables are secured.		☐