

Zhou Lab Bi-Weekly Clean-Up Schedule

listed are responsible for the denoted month for: (Initial and date the posted checklist after completion)

- *De-icing -80 freezers **weekly** (particularly the chest freezer)*
- *Centrifuge clean up*
- *autoclaving biohazard waste*
- *disposing of glass waste*
- *maintaining balance and pH meter area **Weekly***
- *general tidiness of the lab and cold room **Weekly***
- *Move clean/dry glassware off of drying racks and on to shelves **Weekly***
- *Flush eyewash stations weekly (mandatory)*

Specific Zhou Lab Responsibilities (4/14/2025)

1. Biological safety – Jinshi
2. Lab purchasing --- Jinshi, Karly
 - Including printer cartridge ordering and replacing
3. Insect cells --- Pawan & Karly
4. Crystallization setup (pucks, pins etc) – Karly (Jo-Yann)
 - Organize trays, create shipping labels
5. Centrifuges --- Jinshi
6. NMR --- Pei
7. MST + mass photometry + ITC --- Karly & Pawan
 - Scheduling/training
8. Maintain mammalian cell rooms --- Jinshi
 - CO2/N2 Tank Ordering
9. Cobalt/Nickel-NTA resin regeneration --- (rotating)
 - Pawan, Karly, Jo-Yann
 - Store in 20% Ethanol
10. MilliQ-H2O system --- Pawan (Jo-Yann)
11. Chemical safety --- Karly
12. Spectrometer (UV/Vis, Nanodrop, plate reader) --- Jinshi (Jo-Yann)
13. Chemical waste management / disposal – Jinshi
14. Pipette service – Jinshi (Jo-Yann)
15. Freezer/refrigerator/Cold cabinets (FPLC) --- Pawan
16. Organize annual lab cleaning - Jinshi
 - Sync with annual freezer defrost
 - Cold room cleaning
17. Seminar Schedule/Lab organization – Karly
 - Maintain web update
 - Administer web schedule
19. EM Purchasing & Training --- Karly
20. Shaker Incubator – Pawan (Jo-Yann)
24. Computer --- Pei
25. Maintain lab protocol list --- Pei
26. Liquid nitrogen filling
 - a. All working on crystallography, cryoEM
 - b. Mammalian cell cryo dewar — Jinshi, Pei
27. Competent cells preparation - rotating