# Checklist for Science and Chemistry Departments

Use this checklist for **annual inspections** of the science/chemistry classroom/laboratory and rooms used for storage and preparations.

* If there are deviations, write down what they are, set a due date, and take the necessary measures to correct them or inform those responsible.
* Update the checklist by signing the “fixed”-box when deviations are corrected.
* The completed checklist should be kept as documentation when all deviations have been corrected.

|  |  |
| --- | --- |
| Room(s) inspected: |  |

## The room

| **Checkpoint** | **Yes / No /**  **Does not apply** |
| --- | --- |
| Are all exits operational and uncluttered? |  |
| Has an annual inspection of the fume cupboards/hoods been performed and documented in the last year? |  |
| Is a chemical inventory available? |  |

| **Deviations** | **Due date** | **Fixed** |
| --- | --- | --- |
|  |  |  |

## Storage facilities

| **Checkpoint** | **Yes / No /**  **Does not apply** |
| --- | --- |
| Are concentrated acids and concentrated ammonia stored in separate cabinets? |  |
| Are concentrated acids and bases stored below eye level and placed in secondary containers? |  |
| Are volatile organic compounds stored in a mechanically ventilated steel cabinet? |  |
| Are all rooms and cabinets with gas containers equipped with a yellow "Gas under pressure" sign? |  |
| Are flammable and oxidizing substances and solutions stored separately and in steel cabinets? |  |

| **Deviations** | **Due date** | **Fixed** |
| --- | --- | --- |
|  |  |  |

## Hazardous waste station

Further information: [chesse.org/waste-management/](https://chesse.org/waste-management/)

| **Checkpoint** | **Yes / No /**  **Does not apply** |
| --- | --- |
| Are there containers for all kinds of laboratory waste produced? |  |
| Are all waste containers undamaged and fitted with a screw-on cap? |  |
| Are containers for organic and inorganic liquid waste placed inside another container in case of leaks? |  |
| Is organic solvent waste stored under ventilation or in a fume cupboard? |  |

| **Deviations** | **Due date** | **Fixed** |
| --- | --- | --- |
|  |  |  |

## Electrical equipment and installations

| **Checkpoint** | **Yes / No /**  **Does not apply** |
| --- | --- |
| Are all electrical outlets undamaged and properly fastened to the wall? |  |
| Are all electrical cords undamaged? |  |
| Is equipment with an electrical effect of more than 1000 W permanently attached via extension cords? The answer should be no. |  |

| **Deviations** | **Due date** | **Fixed** |
| --- | --- | --- |
|  |  |  |

Inspection performed

|  |  |
| --- | --- |
| Signature: | Date: |