

# Lab Manager Responsibilities

This is a comprehensive list of responsibilities that need to be fulfilled by the current lab manager.

## Organize Lab Cleans:

- Lab cleans are essential for keeping our lab safe and sanitary. Lab cleans should be scheduled at a minimum once a month and more often if deemed necessary. You should send out a discord ping to all members a week before the scheduled clean to enlist help. Below is a list of all the items that should be done during a lab clean.
  - Wipe down and sanitize all surfaces
  - Sweep and vacuum the floors
  - Organize Electrical
  - Put away all loose tools and projects
    - Check the integrity of all tools and contact the Treasurer if any need to be replaced
    - Contact for any materials needed such as paper towels
  - Refill water coolers
  - Feed parking lot cat

## Lab Safety

- Lab safety is an important part of your role but easy to forget. New members should be trained in using all power tools. If possible, you should set up training workshops at the beginning of each semester. In the black lockers is a first aid kit, familiarize yourself with its contents and let all members know of its existence.
- Lab safety also includes the big yellow chemical cabinet. Any new chemicals that come into the lab should be stored in that cabinet if they are at all hazardous, poisonous, or flammable. The chemicals should be maintained and regularly checked.
- **ACID TAG:** Yellow tags on items, do not get rid of anything with those, or bad things happen.

## Fire Inspection

- Once a year there will be a fire inspection from the school/government. They will go through and scrutinize the lab. Go through our old, failed report to make sure you don't have any violations, basically if it looks like a fall or fire hazard remove it for the inspection. Be aware that if enough things fail on the inspection, you and all of the officers will be forced to take 3-hour safety meetings (speaking from experience). The failed inspection report is in the shared drive labeled "LAB"

## Inventree

- Inventree is our online storage system that tracks all the items in the lab. It is not complete! In inventree you can create a very in-depth organization. You can sort all of the items in the lab and add their locations, it's up to you to decide how specific the inventree should be. All of the screws and bolts have been classified as of (6/1/24). If you want this system to be useful you need all project managers to sort any new inventory they get into the system when they get it and for them and potentially members to be able to navigate the system to find things.

Good Luck! I believe in you! -Kalani

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