

- ☐ Organize tool cart:
  - ☐ Top shelf for tools
  - ☐ Middle shelf for electrical
  - ☐ Bottom shelf for plumbing
- ☐ Make sure all tools around the cleanroom are in the correct/assigned location.
- ☐ Clean floor with tacky roller. Under the tables too as much as practical.
- ☐ Restock items:
  - ☐ Cleanroom wipes (on dish rack, next to fume hood, drawer next to evaporator)
  - ☐ Pipettes
  - ☐ Solvent bottles in flammable cabinet
  - ☐ Glass slides
  - ☐ Cotton swabs
  - ☐ Kapton tape
  - ☐ Label printer
- ☐ Refill solvent bottles (next to fume hood, in the class 1000 area, on top of the shelf by the gowning room)
- ☐ Take particle count in class 100 and 1000 rooms and log on the log sheet. Run the counter until the motor stops (1 minute), then multiply the reading by 10 to get the particle count.
- ☐ Empty the trash bins in the class 100, 1000 and the gowning room into plastic trash bags (kept in the gowning room next to the entrance door).
- ☐ Check the air flow in both the flammable and corrosive cabinets using a wipe or flow sensor.
- ☐ Wipe down tables, equipment, and other horizontal surfaces with IPA & wipes. If there is stuff on the tables, just work around it. Use judgment on what to throw away.
- ☐ Wipe up any resist spills on the table and floor near the spin coater. Stubborn residues may need acetone. Be careful not to spill any acetone on plastic surfaces. Do not take the acetone bottle outside the lithography area.
- ☐ Wipe hot plate surface with acetone (not while they are hot)
- ☐ Wipe off any residues inside the fume hood and window. Replace the large wipe that is used as a countertop. Clean and wipe the large glass dish inside the fume hood.
- ☐ Anything you notice in the lab that needs attention, please email Andrew. This includes but is not limited to:
  - ☐ Unexpected noise from a device/tool
  - ☐ Fluid leaks
  - ☐ Residues
- ☐ Check that the fridge door is closed
- ☐ Take chemical waste bottles that are more than half full into service room tray. Label them clearly, and email chemical waste pick up form (see wiki page) to mfuchs1@udayton.edu, cc'ing Andrew.
- ☐ Peel off tacky mat layer in the gowning room (all three mats). Make sure to only peel off **one layer**. They are numbered.
- ☐ General tidying up the gowning rack, and checking all gowns are stowed in coat hangers.
- ☐ Shopvac the bottom of the gowning rack.

- ☐ Discard booties that are too worn out.
- ☐ Restock the gowning supplies if low - gloves, face mask, hair net, extra gowns.
- ☐ Dispose bagged trash in the bin down the hallway.
- ☐ General tidying up in the service room
  - ☐ Take note of the liquid nitrogen levels (liquid level and pressure level), and notify Andrew if it is running low.
  - ☐ Confirm that extra solvent (AMI) bottle stock in the storage room (SC 251) is not running low. Inform Andrew if anything needs to be ordered.
  - ☐ Input a cleanup log with your name, Temperature/Humidity/PC information, and additional comments in the nano-fab website under "Others" → "Cleanroom Environments" → "Logs"

Updated on May 20 2025