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| **Prep your Science department for a shut down**  |

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| Before leaving your science department during close down we advise that you go through the following check list in addition to the end of the day ‘aide memoire’ from  [D](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=63b7bdd937&e=c2e8f7db59)[L248b Running a Prep Room](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=823892b79e&e=c2e8f7db59) on the CLEAPSS website.**Check List:**Have animals and plants received adequate attention?Is electrical equipment turned off unless intended to be left on? * Make sure that plugs for the Fridges & Freezers have labels on them clearly indicating that they should not be switched off.
* Check with facilities manager that power to the department will not be turned off over the holidays

Are all gas taps turned off?Are all water taps turned off?If appropriate, are mains gas, electric &/or water turned off?Are laboratory benches, floors and sinks free of broken glass?Are laboratory benches, floors and sinks free of spilled chemicals?Has completed practical equipment been removed from laboratories?Are chemicals stored safely and correctly?Are gas cylinders stored securely in their normal place?Are valuable and desirable items stored securely?In the prep room, are windows shut?Are cupboards that are the responsibility of technicians locked?Have teachers been reminded that they are responsible for the security of their own laboratories?Have you taken appropriate Hot or Cold Weather Precautions for your chemical store?   |

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| **Returning after the break - check your chemicals** |

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