

Mechatronics (G19 & G21) Laboratory - Cleaning Checklist

Revision History

Date	Description	Author	Comments
26-April 2008	Draft Doc for cleaning checklist	Adrian Keating	
18 July 2009	Update	Adrian Keating	Delete need to sort resistors

Guide:

- In order to maintain the standard of the common Laboratory space in G19, all students with access to this area will be placed on a roster to clean the lab.
- The cleaning checklist will be checked (audited) Friday at 4pm by Dr. Keating to ensure items have been addressed. If cleaning has not been performed to a suitable standard, you will be required to repeat the cleaning before the completion of the unit. The checklist is to be kept in the lab at all times.
- Each person should spend no more than 1-hour per week cleaning
- Each item on the check list must be initialed by the person performing the task.

----- Specific Guides -----

Guides to sorting ICs

The are a large number of ICs in the trays in the lab.

Without identification, these are useless.

The ICs need to be entered into a database, so that students know what are available for use.

Step 1: Take an IC from the sorting trays or from the draws (ensure static handling procedures are adhered to)

Step 2: Read the part number from the IC

Step 3: If a tray exists for this part, place it in the tray.

Step 4: Check the IC number from the Web. Obtain the part description and datasheet.

Step 5: Enter the part number into the **Mechatronics-IC spread sheet. Place the downloaded datasheet to IC directory**

Step 6: Write the part number and brief description on the tray (eg Dual OpAmp,

Microcontroller,...) and place the part in the tray with ESD-safe black foam. If no foam is available , press the IC into a small sheet of aluminum foil.

Step 7: Repeat from Step-1 for 1-hour

Cleaning Checklist

Write your name when you perform your cleaning for the week

#1 _____ #2 _____
 #3 _____ #4 _____
 #5 _____ #6 _____

Pick a task, do it and then initial – Clean for 1-hour

#	Description	Initial
Electronics/motors Cupboard		
1	Clean up spools hookup wire and enameled wire.	
2	Indicate on the Lab consumables list if any items needing refill	
3	Sort Resistors into Envelope (pockets) - ¼ and 1/8 watt resistors in separate envelopes (see Guide) At least 1-man-hour of sorting required per week	_____
4	Sort Integrated Circuit (IC) chips - (see Guide) -At least 1-man-hour of sorting required per week	_____
5	Clean up all draws - any items in wrong draws should be moved. Ensure all draws are labeled	
6	Tidy up motors	
Gears/Pneumatics Cupboard		
7	Clean up pneumatic components	
8	Clean up springs	
9	Clean up screws and associated fixings	
Bookshelves		
10	Return any books or magazines to the racks	
Surfaces		
11	Cleanup round table	
12	Ensure sink is clean - Clean up spools of paper towels/chucks wipes	
13	Clean up all bench tops Turn unused equipment to the equipment shelves _____ Return unused components to the cupboards _____ Wipe down all tables (wet wipe) _____ Wire tie any loose cables on benches _____	_____ _____ _____ _____
14	Clean up all stationary - replace pens, and post stick note if empty - refill tape - add to Lab consumables if any items not available in lab	
15	Clean up soldering stations - Ensure each station has solder and desoldering braid –search lab (add to Lab Consumables List if not found) - Re-tin the soldering iron tips (heat to 250C , wipe tip with wet sponge, add solder, wipe off after 3 min)	
16	Wipe white board clean (unless it contains a notice indicating it is not to be removed)	

	Floors	
17	Remove any items on the floor. Clean up any dangerous or untidy cables (but stay away for the fieldpoint unit)	
	Sweep floors	
18	Mop floors - Ensure a sign is place on the door to ensure safety on the potentially slippery floors	
19	Ensure any bags left in the lab are moved to the bag storage racks	
	Project Check	
20	Ensure all projects/setups are labeled - if not labeled, <u>disassemble the project</u> and return components to the shelves - if labeled, check in-use-until date. If 1-week past the date, <u>email owner</u> to disassemble, if 3-weeks past the date, <u>disassemble the project</u> and return components to the shelves	
21	Check all under-bench draws are labeled correctly with the project group - if not labeled, return components in the draws to the shelves	
	Loan Book	
22	Check loan book - email/or call all person with items which are over the on-loan-until-date	
	Safety	
23	Review lab for any safety issues - water spills, electrical dangers	
24	Clean up safety corner	
	Robots in G21	
	Cleanup cables around robots	
	Use a dry cloth of wipe down the robots (keep them dust free)	
	Clean the windows in front of the robots	
	Hydraulics unit	
	Clean up the area around and on top of this unit	
	Clean the floor around the unit and the sheep shearing robot - Degrease floor if required. - Wipe down floor with paper towels.	
	Computers	
	Check each of the computers is functioning correctly	
	Check USB hubs are connected, powered and functioning	
	Cleanup all wiring around PCs	
	Equipment	
	Check all multimeters. Document fault and take to the electronics technician for repair if required	
	Return all unused equipment to the equipment shelves	
	Change batteries in any equipment needing batteries (check with Dr. Keating or the Mech front office for batteries)	