

Group jobs: 5/20/16

- Balances and tool area
  - Dan is in charge of upkeep
- TLC Hood
  - Hans
  - Replacement of the hot plate
- Solvent stills
  - Dan is checking the argon tank psi
  - Everyone should be checking the flow rate and solvent levels
- Waste
  - Everyone is responsible
  - Including HPLC Room
- Inventory
  - New items bought should go on the inventory by the person who is using them.
  - If you see something not on the inventory, then please put it in the inventory. It only takes 30 seconds.
- Website
  - Dan is taking care of updating the website
- LC
  - Upendra is in charge of upkeep
  - Computer Control
  - Upkeep log book
  - Guard column upkeep: packing or replacement?
- MS
  - Nick is in charge of upkeep
  - The MS pump and lyophilizer pump need to have their oil changed every 6 months.
  - The MS pump's oil was last changed in september