

**Instrument Managers and Housekeeping – Brown 5 & 6**

First Tuesday of every month

10AM – 2:00PM: Clean up individual spaces (*desk areas, benches and hoods*) Brown 5 & 6
2:00PM – 5:00PM: Clean up assigned common areas (*see Table below for area assignments*)

Task/Equipment	Ward	Weck	Sacanna	Kahr	Lee
4-PEM				Akash Tiwari	
AFM Asylum Jupiter		N/A			
AFM Bruker (Multi-mode)	Hengyu Zhou	N/A			
AFM Room	Hengyu Zhou	N/A			
Anodization setup					Aida Alaei
Balances and countertops (square person)	Alexandra Dillon	Jules Zambito		Leilani Smith	Justin Bendesky
Chemical library housekeeping	Alexandra Dillon	Samira Munkaila	Cheuk-Wai Leung	Afton Gustafson	all members
Chemical data management (BIORAFT)		Samira Munkaila		Afton Gustafson	Qintian Zhou
Cleanroom		Nicolle Jackson			
Closets in hallway (coat closet etc.)	Anna Yusov			Bryan Erriah	Qintian Zhou
Communal space and modeling room	Anna Yusov	Jules Zambito			
Computer (shared instruments)		Jules Zambito	Shihao Zhang		
Conductivity measurement station				Yongfan Yang	
Craic Microspectrometer					St. John Whittaker
Crystallization Incubators (2x) Brown 6		N/A		Bryan Erriah	
DSC Perkin Elmer	Bryan Erriah	Anahita Keer Jingyang Wang			
Electrospinning setup					Mia Klopfenstein
Electrochemistry/EQCM		N/A	N/A		
Fly town				Leilani Smith Reese Aronin	
Fluorimeter Horiba				Derik McCarthy	Qintian Zhou
Fridges	Alexandra Dillon	Josh Polster		Alexander Shtukenberg	
Gas Cylinders	Anna Yusov	Josh Polster	Shihao Zhang		Aida Alaei
GC Hewlett Packard 6890	N/A	Matt Hannigan			
GC Shimadzu	N/A	Matt Hannigan			
General Lab Area (places without squares)	Anna Yusov	Anahita Keer Jingyang Wang		Galit Ashkenzi	Andrew Chou
General Main Lab Coordinator	Alexandra Dillon	Matt Hannigan	Adam Hauser	Yongfan Yang	Aida Alaei
Glovebox	N/A	Matt Hannigan Josh Polster	Shihao Zhang		Aida Alaei
Glovebox (Sacanna)			Shihao Zhang		
GPC CHCl ₃ Agilent/Wyatt	N/A	Anahita Keer Jingyang Wang			
GPC DMF Shimadzu	N/A	Anahita Keer Jingyang Wang			

GPC THF	N/A	Anahita Keer Jingyang Wang			
Hydrogenator + Hood	N/A	Josh Polster			
Instrument Room Coordinator	Hengyu Zhou	Nicolle Jackson			
Instrument Room General Areas	Hengyu Zhou	Nicolle Jackson		Bryan Erriah	Rochelle Spencer
Glassware				Derik McCarthy	Justin Bendesky
Linkam Shearing Cell					Rochelle Spencer
Metal Evaporator		Nicolle Jackson			
Mettler DSC		Nicolle Jackson Kevin Torres		Derik McCarthy	
Metripol				Akash Tiwari	
Microspectropolarimeter				Akash Tiwari	
Microwave Reactor	N/A	Josh Polster			
Meuller Imager and room				Akash Tiwari	
Obsolete Drawer Manager				Talaidh Issacs	
Optical microscopes	Alex Shtukenberg	Nicolle Jackson / Kevin Torres	Shihao Zhang	Alex Shtukenberg	Justin Bendesky
Ovens	Allie Dillon	Arielle Mann		Alex Shtukenberg	Mia Klopfenstein
Prep. Shimadzu GPC/HPLC	N/A	Anahita Keer Jingyang Wang			
Pumps	Anna Yusov	Jules Zambito Hafsah Khan			St. John Whittaker
Rotovaps	Anna Yusov				St. John Whittaker
Safety Officers (training required)	Allie Dillon	Matt Hannigan	Sarah Chong	Yongfan Yang	St. John Whittaker
Seating Annex Cleanliness				ALL WHO SIT THERE	
Servers		Jules Zambito		Sophia Sburlati	Justin Bendesky
Silica gel corner	N/A	Fangbei Liu			
Small instrument room (Drybox + Evaporator)		N/A			
Solvent Closets		Matt Hannigan Josh Polster		Yongfan Yang	St. John Whittaker
Solvents ordering		Fangbei Liu			
Stockroom pickup	Individual	Fangbei Liu			
TGA	Bryan Erriah	Anahita Keer Jingyang Wang			
UV-Vis	Anna Yusov	N/A			
Walk in hood		Jules Zambito			
Waste pickup				Galit Ashkenazi	Rochelle Spencer
Waste labelling monitor				Galit Ashkenazi	Rochelle Spencer
Water purification system	Hengyu Zhou	Kevin Torres	Adam Hauser		
general storage shelves	N/A	Fangbei Liu			
glass shelves	N/A	Kevin Torres			
Website (group)	Mike Ward	Marcus Weck Jules Zambito	Stefano Sacanna	Bart Kahr Sophia Sburlati	Steph Lee
Fire Wardens	Mike Ward	Marcus Weck	Stefano Sacanna	Bart Kahr	Steph Lee

Items highlighted in blue should be tested for performance monthly using a standard sample. The test results should be recorded on the instrument computer and a log sheet located next to the instrument.