

<b>Job</b>	<b>Person in Charge</b>	<b>Responsibilities – see group manual for details</b>
<b>Balances</b>	<b>Brian</b>	Clean monthly, supply weighing paper & Kimwipes
<b>ASAP 2020</b>	<b>Casey</b>	Refill Liq. N <sub>2</sub> trap <b>every day</b> , train new users
<b>Office Supplies</b>	<b>Lei</b>	Buy office supplies: paper, printer ink, notebooks, etc.
<b>Bulk Supplies</b>	<b>Lei</b>	Restock bulk chemicals, large & small vials, caps, gloves, pipettes, PT, Kimwipes, etc
<b>Website/E-mail lists</b>	<b>Mircea</b>	Maintain and update website
<b>UV + Cuvettes</b>	<b>Lei</b>	Keep track of UV+fluorescence cuvettes Train new users on the instrument
<b>E-Chem Equip.</b>	<b>Miller</b>	Train users on potentiostats and keep electrodes and other e-chem supplies organized
<b>pH Meter(s)</b>	<b>Miller</b>	Keep electrode in good shape / refill electrode solution Train New users on using and calibrating
<b>Gas regulators</b>	<b>Casey</b>	Keep track of them and inform of needs
<b>Glove Boxes</b>	<b>Natalia</b>	Refill box pump oil (and reorder oil when needed) - contact for repairs, train new users, regenerate catalyst
<b>Inventory</b>	<b>Tarun</b>	Organize Chemicals - annual update
<b>Aldrich Orders</b>	<b>Tarun</b>	Order Aldrich over \$200
<b>NMR Solvents</b>	<b>Natalia</b>	Set-up desiccator for NMR solvents - keep stocked
<b>Pellet Press, Tools</b>	<b>Tarun</b>	Keep them organized - gather from around lab and place them in their drawer
<b>Chemical Fridges/Freezers</b>	<b>Guillaume</b>	Semi-annual cleanup
<b>Rotavapor</b>	<b>Brian</b>	Monthly cleaning of heating bath and cold finger
<b>Sonicator</b>	<b>Nima</b>	Monthly bath cleaning
<b>Solvent system</b>	<b>Tarun</b>	Train new users on shared SPS
<b>Waste</b>	<b>Miller</b>	Comes with Safety Officer
<b>Safety Officer</b>	<b>Miller</b>	Train new lab members on safety issues
<b>X-ray contact</b>	<b>Mircea/Natalia</b>	Single Crystal X-ray facility, collect data
<b>DR-UV Contact</b>	<b>Brian</b>	Contact for using Nocera Grp. DR-UV
<b>Supercrit. CO<sub>2</sub></b>	<b>Casey</b>	Train users on how to use - order CO <sub>2</sub> when empty
<b>Ovens, Dry-Baths</b>	<b>Miller</b>	Contact for repairs when needed. Remove glassware that has been forgotten in ovens...
<b>X-Ray Diffractometer</b>	<b>Carl</b>	Train users - contact for other groups - keep area clean
<b>Food Fridge and Microwave</b>	<b>Guillaume</b>	Clean <b>monthly</b> – remove all food that has not been claimed for more than a week
<b>Refill Liquid N<sub>2</sub> Dewar</b>	<b>Tarun/Anthony</b>	As needed.