



Cluttered laboratory spaces are more than just an eye-sore; they can negatively impact research.

Not only are clean, uncluttered laboratories safer, but a well-organized laboratory can help with:

- Facilitating good relations within a laboratory;
- Improving laboratory techniques with greater efficiency;
- Reducing errors;
- Freeing up valuable space;
- Preventing items from becoming lost; and
- Making a space that the researcher can be proud to show off to visitors.



### **What to Look For**

1. Keep aisles, corridors and doors clear and free of trip hazards.
2. Maintain access to safety equipment; eg safety showers/eyewashes, fire extinguishers, electrical panels, etc.
3. Do not use fume hoods and bio-hoods as storage.
4. Surplus or throw away old, unused, obsolete, or broken equipment.
5. Route old, unused, out-of-date chemicals through EHS Materials Mgmt..
6. Do not store combustible material within 18 inches (sprinklered rooms) / 24 inches (unsprinklered rooms) of the ceiling.

### **Tips for Maintaining a Clutter-Free Laboratory**

1. Spend 5-10 minutes every day straightening up your work area.
2. Devote late Friday afternoons to a laboratory-wide general cleanup.
3. Buy only what chemicals are needed rather than in bulk.
4. Properly dispose of waste (including trash) in a timely manner, before it piles up.
5. The “maybe I’ll use it later” moment will never arrive; get rid of excess items.
6. Clean up messes immediately.