

## **COOL ROOM 21 Management**

Faculty supervisor: Ying-Sing Li ([yingli@memphis.edu](mailto:yingli@memphis.edu)) x4427

Student supervisor: NA

### **Supervisor Responsibilities**

1. Check regularly that the cool room is operated normally and safely.
2. Inform physical plant, Facility Committee chair and user group of any malfunction in the cool room operation.
3. Inform Safety Committee of any storage that may against the safety rules.
4. Advise Department Chair and Facilities Committee on the necessary maintenance and repair.

### **User Guidelines**

This cool room, located in Rm. 21, Smith Chemistry, is used for the storage of materials near the freezing point. All users should inform the cool room manager their names, phone numbers and email addresses. Their responsibilities are:

1. To inform the cool room manager in advance their intention to use the cool room. This applies only to the first-time users.
2. It is the user's responsibility to make sure that all their stored materials are safe and stable under the cool room condition.
3. All the stored materials should be labeled properly. Department safety committee will be noticed of any un-labeled bottle or package, which may be subjected to removal and disposal.
4. For easy management, all the items from the same research group are suggested to store in the same box or tray. All boxes and trays should be marked with research mentor's name.
5. It is recommended to store the items on the shelf. No item should be left to block the major pathway to reach the storage shelf.
6. To turn off the light when the cool room is not in use.
7. To keep the door closed and locked.

These guidelines may be modified for better services in the future.