**Night working room**

**General rules**

* There are existing two fume hoods in the night working room. Fume hood 1 is that one right in the direction of view looking from the entrance. This fume hood is used from the Department of Organic Chemistry. The Department of Inorganic Chemistry uses fume hood 2 at the right side.
* Before starting work in the night working room you have to fill out the corresponding form (number of reaction, chemical equation, conditions, solvent, numbers of the H- and P-statements etc.).

Choose as reaction number in the form a number of one of the small blue stunt-up displays (see below).

Put the form in a document wrap and deposit it in the corresponding box for documents fixed at the wall outside of the night working room. The box of the Department of Organic Chemistry is located left beside the entrance door and that of the Department of Inorganic Chemistry is situated right.

* Furthermore, everyone who wants to work in the night working room has to register in the user book of his or her department. After entry in the user book was made put it back in the box for documents outside the night working room (Department of Organic Chemistry: left box; Department of Inorganic Chemistry: right box).
* Carrying out reactions is permitted only under a fume hood.
* Work only under the fume hood declared for your department (Department of Inorganic Chemistry, Department of Organic Chemistry).
* Put one of the small stand-up displays with a number (blue plastic signs with number) in front of your reaction apparatus under the fume hood. Users of the left fume hood (Department of Organic Chemistry) take one of the signs 1-4. For the right fume hood (Department of Inorganic Chemistry) the numbers 5-8 are reserved. Sign in the number of the chosen stand-up displays as reaction number in the user book as well as in the form describing the reaction.
* Close the front window of the fume hood immediately after every activity in the fume hood.
* Never store chemicals and especially no solvents in the night working room.
* Always work in a save and tidy way.
* Keep the whole room clean always.
* After finishing your activities take with you all the used glass equipment, further equipment and chemicals. Sign out in the user book.
* Shut off the light before leaving the room.
* Lock the door after leaving the room.