

Periodic Activities in Bioorganic Chemistry Department

- Enzymology Room Maintenance. In charge: Dmytro Honcharenko
- HPLC lines should be washed with 70% methanol in water, each Monday morning. In charge: Qing Li
- All Vacuum pumps maintenance (oil change, clean the pump, manage for service etc) In charge: Mounir Andaloussi
- NMR room maintenance and NMR machine care (rooms maintenance, order the helium etc) In charge: Naresh Badgajar and Jianfeng Xu
- UV, Fluorescence Spectrometer room maintenance: In charge: Zhou Chuanzheng
- Maintenance of all sitting rooms and Balance tables: In charge Yi Liu

Note: All responsible persons can order the other lab members if they found some thing wrong and request to all lab members please help the all in charge persons to run department in smooth way.

Other Activities in Bioorganic Chemistry Department

All other works should be done according to the weeks assigned to the people as follows (Checks the Goods in godsmottagningen, throw all solid waste, empty bottles, drums etc)

Names	Naresh Badgajar and Qing Li	Mounir Andaloussi and New post doc	Dmytro Honcharenko and Jianfeng Xu	Zhou Chuanzheng and Yi Liu
Weeks	2007: 39, 43, 47, 51, 55, 2008:3, 7, 11, 15, 19, 23, 27,31, 35	2007:40, 44, 48, 52, 2008:4, 8, 12, 16, 20, 24, 28, 32, 36	2007:41, 45, 49, 2008: 1, 5, 9, 13, 17, 21, 25, 29, 33, 37	2007:42, 46, 50, 2008: 2, 6, 10, 14, 18, 22, 26, 30, 34, 38

- **Ethanol** should be fetched when it is finished and **Ethanol room should be maintained.**
- **New waste boxes** and **New waste cans** should be brought when they are finished.

Monday Morning: Dry ice has to be brought from Godsmottagningen, 10 Kg each

Monday and Thursday: Bring the materials from Godsmottagningen, if anything is arrived.

Friday: Disposal of Waste Boxes: Each marked with a yellow 'declaration', a blue 'glass' dump them at zero floor at goods place. Other waste materials including glass bottles, plastic cans, and paper boxes should be dumped in proper places and also clean the Hot plate and hood.

Note: Please on Friday duty week persons should show to the next week duty persons that you have done your job and hand the things are over. If it is not done then next week persons should complain about the last duty week persons to Oles or Jyoti.

Liquid Nitrogen filling Activities in Bioorganic Chemistry Department

Duty persons should transferred the 100 liters nitrogen dewars to godsmottagningen on **Tuesday evening** and should picked up on **Wednesday morning**.

For **270 MHz NMR** machine 50 liters dewar should transferred to godsmottagningen on every **Tuesday and/or Friday**(on **Friday if required please check the nitrogen level on every Friday, it should be not below 60%**)

Names	Dymtro Honcharenko and Jiangfing	Zhou chuanzheng and Yi Liu	Mounir Andaloussi and New post doc	Naresh Badgujar and Qing Li
Weeks	2007: 39, 43, 47, 51, 55, 2008:3, 7, 11, 15, 19, 23, 27,31, 35	2007:40, 44, 48, 52, 2008:4, 8, 12, 16, 20, 24, 28, 32, 36	2007:41, 45, 49, 2008: 1, 5, 9, 13, 17, 21, 25, 29, 33, 37	2007:42, 46, 50, 2008: 2, 6, 10, 14, 18, 22, 26, 30, 34, 38

- For filling Liquid helium all lab members should present in the NMR rooms at the time of filling liquid helium and week duty persons and Naresh Badgujar should be responsible for to bring liquid helium from godsmottagningen and back transferred to godsmottagningen.