



HIGHLANDS BIOLOGICAL STATION

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FACILITIES CHECKLISTS

Thank you for staying at the Highlands Biological Station (HBS). Please let us know if you noticed any problems with the facilities while you were here (e.g., light bulbs out, issues with utilities, slow-draining shower, etc.). As always, the mentality “leave it better than you found it” will allow us to continue to offer quality equipment and facilities to future visiting researchers, students, classes and instructors. Thank you for your help!

Bears and Other Wildlife:

We have bears and other wildlife at HBS. Bears have learned to open unlocked car doors, lift the dumpster lid, and enter buildings through open windows and unlocked doors. We need your help to make sure we avoid any incidents with wildlife (for our safety and theirs as well). Lock everything and put all trash into the dumpster. Thank you!

Please follow the checklists below for the facilities that you used during your stay:

ALL FACILITIES

- Lock all doors
- Take out trash (**put in the dumpster by the Maintenance Shop, 265 N. 6th St., and close and lock the lid or wildlife will have a messy feast!**)
- Turn off all lights
- Leave the thermostat within a reasonable temperature range (58° - 68°F)
- Close and lock windows
- Don't leave behind any belongings
- Spray counter tops and door handles with Virex Disinfectant

Coker Classrooms and Labs

- Lock all exterior doors
- Wipe the white board with a damp cloth
- Spot sweep the floor (broom in maintenance closet)
- Wipe counter tops
- Return tables and chairs according to room chart
- All chemicals labeled and stored properly
- All equipment cleaned and stored properly
- Spray countertops, etc. with Virex Disinfectant

Duplex

- Wash and put away all dishes
- Wipe counter tops
- Spot sweep the floor
- Remove ALL food from the refrigerator
- Spray bathrooms and bedrooms with Virex Disinfectant

The Cottages (Howell, Wright, & Deacon)

- Wipe counter tops in bedrooms and bathrooms
- Remove all personal belongings
- Spot sweep the floor
- Spray bathrooms and bedrooms with Virex Disinfectant

The Cottages Kitchen

- Wash *and put away* all dishes
- Wipe counter tops
- Remove ALL food from the refrigerator (do not leave anything behind- no exceptions!)
- Remove all trash
- Sweep
- Spray with Virex Disinfectant

Bruce Lab Upstairs (Molecular Laboratory)

- Wipe down all surfaces
- Remove ALL items from the refrigerator and/or freezer
- Spot sweep
- All chemicals labeled and stored properly
- All equipment cleaned and stored properly
- Spray room down with Virex Disinfectant

Bruce Lab Downstairs (Classroom)

- Sweep floors
- Arrange tables and chairs according to the room chart
- Turn off lights in bathrooms
- Spray room down with Virex Disinfectant
- Wash and store any dishes that you used
- Make sure all windows are closed

Valentine

- Fill and run dishwasher
- Put away any dishes on drying rack
- Wipe counter tops
- Remove ALL food from the refrigerator (do not leave anything behind – no exceptions!)
- Sweep all areas
- Spray down room and bathrooms with Virex
- Ensure all windows are closed and locked

Pavilion

- Return table and benches to original locations
- Take trash to dumpster and close the lid