

## Weekly Nanofab Maintenance Checklist

\* “Nanofab” includes the cleanroom (housing the evaporator, AFM, microscopes), the ebeam room (house Raith ebeam machine), and wet chemistry room.

Each Friday, a team of two Nanofab czars (schedule at [nanofab.fu-berlin.de](http://nanofab.fu-berlin.de)) should go through list below and put both of their initials as the task is cleared.

**Task:**

**Date/Czars:**

Whenever using the Nanofab, check that all the users behave properly (gowning is correct, chemicals are correctly labelled, logs for each instrument are kept, no excessive reservations are made). Report problems to Kirill B.						
Confirm that the big tools (evaporator, AFM, ebeam, microscopes) look ok (no water leaks, no broken parts, no strange noises). Check that logs for each instrument are in order. Report issues to Kirill B.						
Replace cleanroom mats at the entrance in the cleanroom and the ebeam room						
Check if the floor (especially corners) is dust-free. Clean yourself if the problem is small, otherwise report to Christian Roth						
Remove all the tools, sample boxes, wafers that are not specifically labelled “ongoing experiment” from cleanroom/wet-chem room and place them into the storage box “Lost and Found” in the wet chemistry room.						
Wipe dust off working table, AFM and evaporator in the cleanroom (use cleanroom wipes + cleaning mixture (50/50) water/IPA). Refill cleaning mixture if empty.						
Make sure there are enough (>one box) gloves, hairnets, facemasks, overshoes for visitors. If there are not enough, contact Thea Postler to order more.						
In the wet-chemistry room, if Acetone and IPA bottles are less than 20% full – replenish them. Contact <i>Annegret Sachse</i> ( <a href="mailto:a.sachse@fu-berlin.de">a.sachse@fu-berlin.de</a> ) for instructions						
If any chemical waste containers in the wet-chemistry room are more than 80% full – dispose of them. Contact <i>Annegret Sachse</i> for instructions						