

	REQUEST FOR LOCKER AND LABORATORY APPARATUS/GLASSWARE Academic Year _____ - _____	Document No. : FM-LM-42-04
		Effective Date: September 16, 2024

(Put n/a for items that are not applicable.)

Group No.: _____ Course/ Section: _____ Faculty member: _____

Room No.: _____ Locker No.: _____ Laboratory Technician: _____

	NAME OF BORROWER/S	STUDENT NUMBER	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

APPARATUS/GLASSWARE	QUANTITY	REMARKS*	APPARATUS/GLASSWARE	QUANTITY	REMARKS*
Adapter, curved			Flask, round bottom, 500 mL		
Beaker, 50 mL			Flask, volumetric, 50mL		
Beaker, 100 mL			Flask, volumetric, 100mL		
Beaker, 150 mL			Flask, volumetric, 250mL		
Beaker, 250 mL			Flask, volumetric, 1L		
Beaker, 400 mL			Funnel, Buchner		
Beaker, 600 mL			Funnel, short stem		
Beaker, 1 L			Funnel, long stem		
Burette, acid, 25 mL			Funnel support		
Burette, base, 25 mL			Glass rod		
Burner, Bunsen			Iron ring		
Burner, Tirill			Pipet, graduated, 1 mL		
Clamp, burette, single			Pipet, graduated, 2 mL		
Clamp, burette, double			Pipet, graduated, 5 mL		
Clamp, extension			Pipet, graduated, 10 mL		
Clamp holder			Pipet, volumetric, 25 mL		
Clay triangle			Pipet, volumetric, 50 mL		
Condenser, Liebig			Pipet, volumetric, 100 mL		
Crucible and cover			Quick fit Set A		
Crucible tong			Quick fit Set B		
Cylinder, graduated, 10 mL			Suction valve		
Cylinder, graduated, 25 mL			Test tube, micro		
Cylinder, graduated, 50 mL			Test tube, regular		
Cylinder, graduated, 100 mL			Test tube, macro		
Dessicator			Test tube holder		
Dish, evaporating, 100 mm			Test tube rack		
Dish, Petri			Thermometer, 360°C		
Flask, distilling, 50 mL			Thermometer, below 0°C		
Flask, distilling, 125 mL			Thiele tube		
Flask, distilling, 250 mL			Vial, ___drams		
Flask, distilling, 500 mL			Wash bottle, plastic		
Flask, Erlenmeyer, 50 mL			Watch glass		
Flask, Erlenmeyer, 100 mL			Water bath w/ 6 pcs cover		
Flask, Erlenmeyer, 125 mL			Others:		
Flask, Erlenmeyer, 250 mL					
Flask, Erlenmeyer, 500 mL					
Flask, filter					
Flask, Florence, 1 L					
Flask, round bottom, 250 mL					

*This column shall be filled-out by the Laboratory Technician upon the inspection of the returned items. If item is returned clean and in good condition, Laboratory Technician shall mark (✓). If not, Laboratory Technician shall mark (x) and provide breakages-losses forms to the borrower.

(To be filled-out upon borrowing)	(To be filled-out upon returning)
Noted by/ Date: _____ Faculty member signature over printed name	Returned by/ Date: _____ Borrower signature over printed name
Issued by/ Date: _____ Laboratory Technician signature over printed name	Accepted by/ Date: _____ Laboratory Technician signature over printed name
Claimed by/ Date: _____ Borrower signature over printed name	