

general tasks	how many people are needed	cycle	who	technicians tasks
Cleaning of Ethidiumbromide area	2	once a week	Kristian, Sergio	Chiara prepare agar plates prepare LB-media
refill tip boxes (both sides)		once a week		
aliquoting HCl, NaOH, TE buffer for titration	2	2 times a year or if empty	Yumi Jan	preparing buffers (Benzonase buffer, NaCl 300mM, 1,5M) prepare Ampicillin
sort clean glass ware (both sides)	1	once a week or if necessary	Quique	
refill 1x TAE and Millipore containers		once a week or if necessary		
cleaning sinks (both sides) , empty glass waste (room 402)		once a week or if necessary		Emma barcodes
cleaning of cell culture incubators (4th floor and 2nd floor)	2	2 times a year or if contamination occurs	Conradin Nico	aliquoting primers, probes and standards and ordering of these for qPCR/ddPCR chemical competent bacteria
refill S2-stocks, keep rooms tidy		once a week		
clean cell culture centrifuges 225 and 226	2	2 weeks cycle	Sabrina, Ning	ordering from the central storage
cleaning of fume hood 403		2 weeks cycle		
defrost -20°C freezers (4th floor and 2nd floor)	2	once a year or if necessary	Man Kleo	
aliquoting nuclease free water		monthly if necessary or if empty		Lena recycling box for tips
refill eppi glasses (both sides)		once a week		preparing of PEI Max
refill 70% Ethanol and Millipore bottles (both sides)	2	once a week	Emre Jixin	pipette service
cleaning of water baths (4th floor and 2nd floor)		4 weeks cycle or if necessary		prepare 50x TAE
clean cell culture centrifuges 401 and 421	2	2 weeks cycle	Felix, Sharon	
				Ellen ordering via BISI system take care of broken devices HEK cell stock, freezing / thawing cells check enzyme working stock and backup
<b>introduction to devices:</b>	<b>who</b>			
centrifuges	Ellen			
NanoDrop	Quique			
Gel station	Emma			
Luminometer	Emma			
ddPCR	Nico			
qPCR Raum 426	Kleo			all technicians inspection of -80 degree freezers and defrosting inspection of -20 degree freezers inspection of cold room cleaning of sterile hoods and exchange filters
<b>lists</b>	<b>who</b>			
Lab seminar list	Sabrina			
Coffee list	Ellen			