



# WINTER WEATHER CHECKLIST

Here is a checklist of things you can do to prepare:

- Update the emergency contact personnel listed on your laboratory door sign and check if they will be available over the break.

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- Label any freezers or other storage equipment located outside of your primary lab space with emergency contact information.

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- Securely store all potentially hazardous materials including chemicals, biohazards, and radioactive materials.

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- Request pick-up of all hazardous chemical waste and radioactive waste.

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- Autoclave and dispose of all biohazardous waste. Decontaminate all liquid biohazardous waste including vacuum aspiration flasks.

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- Close fume hood sashes completely.

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- Disinfect biosafety cabinet surfaces, close the sash, and turn off the blower, also turn off the UV light if present.

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- Clean or disinfect work surfaces as you would at the end of the workday.

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- Ensure all compressed gas cylinders are secured, and gas valves are closed for cylinders not in use.

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- Turn off all non-essential equipment. This may include hot blocks/plates, water baths, centrifuges, and other lab equipment.

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- Ensure supplies of consumable material for equipment (CO<sub>2</sub> incubators, liquid nitrogen freezers) are sufficient.

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- Close all house service valves (vacuum, air, gas).

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- Secure the lab including closing all windows and doors.

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## WINTER WEATHER CHECKLIST CONTINUED...

[Winter Weather & Snow Removal Plan | Facilities Management](#)

This contains detailed information, reporting procedures, and UK Snow Removal Map.

[Winter weather check-in: What you need to know | UKNow](#)

This has wide range of information.

Stay aware of the weather: [www.weather.gov](http://www.weather.gov)

If you have any concerns or experience a facility emergency, please contact:  
Delta Center 859-257-2830 (24/7 emergency dispatch call center)

If you would like to report a snow or ice removal issue, please contact Facilities Management  
at [snow@uky.edu](mailto:snow@uky.edu).

Please ensure exterior doors are closed after passing through.

Please report any building issues so they can be addressed immediately:

PPD Building Maintenance Work Request Online

<https://www.uky.edu/facilities/CPD/RequestWork>

OR call 257-2830 for 24/hr emergency dispatch call center.

Incidents will need to be reported to UK Risk Management whether it be a fall or equipment loss. Please note: The University has 7 days from the date of loss to report a property claim to our insurer.

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"Stay cozy and warm this winter season!"



Research Safety

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