**EXPERIMENT IN PROGRESS/APPARATUS LEFT RUNNING**

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| **BUILDING:** | **ROOM:** | **START DATE:** | **END DATE:** |
| **EXPERIMENT TITLE/APPARATUS:** | | | |
| **EMERGENCY ACTION:** In case of fire, overheating, water leaks, failure of services, etc | | | |
| **PERSONS RESPONSIBLE:** (must have valid contact details)   1. **Name:**   **Address:**  **Tel:**  **Mobile:**   1. **Name: Tim Woodman**   **Address:**  **Tel:**  **Mobile: 07906 437 965** | | | |
| **CONTACT PERSON(S) NAMED ABOVE IMMEDIATELY IF EQUIPMENT IS OPERATING ABNORMALLY OR IF SERVICES FAIL** | | | |
| **OTHER HAZARDS:** | | | **SERVICES INVOLVED** (tick)  Electricity………………..  Mains water…………...  Cooling Water………………  Gas……………………………….  Fume Cupboard / Other Ventilation……………………  Other…………………………… |
| **ACTION ON FAILURE OF SERVICES:** | | |
| **ACTION ON RESTORATION OF SERVICES:** | | |

**SEE INSTRUCTIONS OVERLEAF BEFORE COMPLETING**

**INSTRUCTIONS**

1. All experiments and apparatus which are left running and unattended outside of normal working hours (Monday – Friday, 8.00 am – 6.00 pm) MUST display this card, properly completed and hung or placed in a prominent position nearby.

**WHERE NO CARD IS DISPLAYED EQUIPMENT MAY BE DISCONNECTED BY TECHNICAL STAFF OR SECURITY AS A SAFETY PRECAUTION**

1. Instructions are to be printed clearly and in large font so that they can be easily read.
2. References to switches, valves etc. should conform to the standard colour code for easy reference.
3. **Colour Code:**

Electricity – Orange

Mains Water – Blue

Cooling Water – Dark Green

Natural Gas – Yellow

1. It is recommended that card(s) are covered by plastic sheets were possible.

NOTE: Please remember to disconnect any equipment that is not in use – this will greatly assist responsible staff in the event of an emergency or services failure.