



Division of responsibilities 2019-20

”Biokæden” (campus)

Description of what is entails to be responsible

The person(s) responsible for the room must ensure that the room is in such a condition that it is possible to perform work according to the safety rules and the requirements of the Danish Working Environment Authority. **All employees are obliged to clean up after himself/herself**, and they must also immediately **comply with the orders from the person(s) responsible**.

Bldg. No.		Room and apparatus	Person responsible
1130			
Ground floor		Climate chambers	Tom A. Mortensen
2nd floor	213	Cold room	Ulla Birk Henriksen
	214	Functional lab	Ulla Birk Henriksen
	212	Functional lab	Ulla Birk Henriksen
3rd floor	325A	Weighing room	All lab technicians (see list in the room)
	324	Media kitchen/GelDoc	Ulla B. Henriksen/Mie Aarup/Kristoffer Pors J.
	312	Cold room	Users
	304	37°C-room	Karina Hjort
	321A	Meeting room	Users
	321	Darkroom (for photo)	Ulla Birk Henriksen
	308	Goods reception (sign for receipt)	Users/ receipts Sofie L. A. Gravesen
	307	Luncheon room	Astrid Kühle
4th floor	412	Cold room	Dorthe C. Riishøj
	413	Cold room	Dorthe C. Riishøj/Karina Hjorth
	431	Cell lab	Dorthe C. Riishøj
	430	Cell lab	Dorthe C. Riishøj
	428	Gel room	Dorthe C. Riishøj
	429	QPCR/Biorad scanner/Typhoon	Dorthe C. Riishøj/Kristoffer Pors Jacobsen
	405	Cell lab	Technicians THJ/CD
	420	Cell lab	Dorthe C. Riishøj/Mie Aarup

5th floor	530	Supply Center	Dorthe C. Riishøj/Karina Hjort
	510	Storage room + class 2 Storage	LP-group/Astrid Kühle/Safety Reps
	511	Microscope room	Dorthe C. Riishøj/Torben Heick Jensen
	516	Shop	Astrid Kühle/Noriko Hansen
	509	Freezer/Ultracentrifuges	Mette H. Asmussen/Users
	505	Counting room/sonicator/QPCR	Mette H. Asmussen/Dorthe C. Riishøj
	503	Storage room/hot waste	Tinna Stevnsner/Users
1131			
3rd floor	316	Cold room	LGR -group
	326	Cell lab	Ulla Birk Henriksen
4th floor	411	Cell lab	EMF -group
	413	Animal room	EMF -group
	418	Cold room	Tine Birch
	427	Cell lab	PMM/LP -groups
	428	Cell lab	Pia Møller Martensen/Astrid Kühle
5th floor	516	Cold room	Mette H. Asmussen
	517	Cell lab (class 2)	Lene Pedersen
	515	Anteroom for 517 (class 2)	Lene Pedersen
	520	Cell lab	Mette H. Asmussen
6th floor	613	Cell lab	Mette H. Asmussen
	617	Microscope room	Ernst-Martin Füchtbauer
1134			
Ground floor	025	Storage room	Tom A. Mortensen
	034	Archive room	Office staff
		Archive room	Occupational Health and Safety Representatives
3rd floor	325	Bioasen	Users
1135			
1st floor	148A	Liquid N ₂ -cylinders	Tamo Meijburg/Users
	148B	Inflammable room	AMR/Astrid Kühle/Users
	112	Glass dish washing	Inge Biilmann/Tamo Meijburg
	115	Autoclave	Inge Biilmann/Tamo Meijburg

GENERAL

Item and apparatus	Purchaser
Apparatus database	AU Accounting (or ask Anette Kjems)
Autoclaves (maintenance)	Tom A. Mortensen
Shop	Astrid Kühle/Noriko Hansen
Centrifuges (maintenance)	Henning Buddig
EDP network	ST IT
Electronics/alarm system	Henning Buddig
Misd deliveries	Users
Film dosimetry	Sofie L. A. Gravesen
Plaster	Sofie L. A. Gravesen
Flow benches	Tom A. Mortensen
Photocopying	Sofie L. A. Gravesen
Lab coats (laundry and repair)	Inge Biilmann/Tamo Meijburg
Contact person for cleaning staff	Pia Møller Martensen/Ulla Birk Henriksen
Ethanol delivery	Astrid Kühle
Distilled water	Tom A. Mortensen/Henning Buddig
Hazardous waste	Occupational Health and Safety Representatives
Supply center	Dorthe C. Riishøj/Karina Hjort
Pressure bottles (CO ₂)	Tamo Meijburg
Dry ice	Tine Birch
Teaching labs and apparatus	Magdalena Pyrz

Note: Purchase from the Common Account (see separate list)

PURCHASE FROM THE COMMON ACCOUNT

Item	Purchaser
Autoclave bags	Inge Biilmann/Tamo Meijburg
Miscellaneous for Millipore and distilled water	Tom A. Mortensen/Henning Buddig
Disposable weighing boats and spoons	Ulla Birk Henriksen
Ethanol	Astrid Kühle
Footwear	Users
Chemicals for photo	Ulla Birk Henriksen
Lab coats and laundry	Tamo Meijburg/Inge Biilmann
Paper towels (TORK, large)	Astrid Kühle
Detergent	Inge Biilmann/Tamo Meijburg
Detergent, chinaware etc. for the luncheon room	Luncheon room team
Plastware (for waste and freezing)	Astrid Kühle
Radioactivity ** α -dATP ^{32p} , γ -ATP ^{32p}	Noriko Hansen
Lab protocols	Sofie L. A. Gravesen
Cleaning articles (scouring powder, hand lotion	Astrid Kühle
Safety equipment (labels, eye rinse bottles, etc.)	Occupational Health and Safety Representatives
Safety equipment Hot room (Decon, tape, etc.)	Isotope room – Tinna Stevnsner
Scintillation vials and liquid	Mette H. Asmussen
Matches	Astrid Kühle