End-of-Year Housekeeping Request!

Before the end of the year, please take time to perform some basic housekeeping in your lab and office. Good housekeeping contributes to improved safety and reduced fire risk. Therefore, everyone is encouraged to purge obsolete materials.

Examples of known obsolete items being kept within LLE:

- 5-year-old LLE calendars
- 8-year-old phone books
- 16-year-old computer software manuals
- Old catalogs from Grainger, McMaster-Carr, etc.
- Old copies of LLE Reviews that are now online
- Poster boards from presentations given several years ago
- Materials left behind by students who have not been at LLE in many years

Your cooperation in disposing of this material is expected and appreciated.