

## Checklist General lab preparations

Before the participant comes in ensure that all preparations are complete.

- Please make use of the sliding signs on the door, to make it instantly clear that the room is occupied;
- Tidy up the laboratory;
- Wipe the tables and chairs with a cloth;
- Check the necessary devices, leads, and electrodes for visible damage. Should you suspect that these are faulty, please contact your supervisor or, in case of his/her absence, SOLO lab support;
- Check the settings and if necessary the battery life of the device;
- Switch on the monitors before switching on the computers;
- Open the necessary software and check the communication for all devices;
- Place paper towels on the table to collect rubbish and gel;
- Ensure all necessary supplies are set out. Do not forget gloves, disposable electrodes, gel, Nuprep, cotton wool, etc.;
- Ensure that a log book is available for noting down particulars as and when needed;
- Put out the Informed Consent form ready to be read and signed;
- Take your research protocol and follow all instructions step by step.

As soon as you are ready, you can receive the participant and carry out the study. Ensure that you continue to work hygienically and safely throughout the study.