

Glass Shop Procedures

All Glassware must be cleaned prior to entering the Glass Shop. Dirty Glassware will NOT be accepted.

1. Email a completed “[Work Order Request](#)” form along with any photographs and/or drawings to GlassShop@chemistry.gatech.edu
2. Schedule appointments, if necessary, @ GlassShop@chemistry.gatech.edu
3. The work order will be returned with the cost estimate for final approval.
4. Approval requires an electronic ISS form with Doc ID # and Worktag # emailed to GlassShop@chemistry.gatech.edu (Note: these forms can not be accepted as “pending” and must be sent via email.
5. Once the electronic ISS has been received, you will be sent a confirmation email and the project will be placed in the scheduling que for fabrication.
6. Upon completion, you will receive a request for pick up. The work must be picked up within **3 business days** and inspected by customer before leaving the Glass Shop.

Emergency repairs will be handled on a case by case basis

All forms and contact information can be found on the on the chemistry department main website under the “About” section and see “Facilities & Services”. chemistry.gatech.edu