

Laboratory Move Assessment Checklist

Move Details

Description (PI/Program):		WO#:	Move Date:
Moving from:		Moving to:	
<input type="checkbox"/> Swing <input type="checkbox"/> Final			
Contacts	Title	Contacts	Title
	EHS POC(s)		Mover PM
	FME Coordinator		Mover Coordinator
	FME PM		Mover HazMat
	NCI Coordinator		Lab Contact
Comments:			

Pre-Move Checklist (During walk-through)

Assessment Date:	Yes	No	Comments
Distributed Laboratory Move Safety sheet to program/lab staff			
Distributed available chemical assessment data to mover			
DEA-controlled substances?			
Tax-free alcohol?			
Radioactive materials?			
Is Biosafety cabinet moving? (Provide NIH# _____)			
Laboratory staff has decon-qualified personnel?			

Pre-Occupancy Checklist (If "NO", include comment) (During or after planning meeting)

Assessment Date:	Yes	No	N/A	Comments
Emergency eyewash has an inventory label and tested				
Emergency shower has an inventory label and tested				
Backflow prevention devices and tepid water mixing valves installed on sinks and emergency eyewashes				
Utilities and electrical panels labeled, capped, guarded, covered and protected				
Walls, ceilings, and floors have no holes or hazards				
Construction debris and materials are removed from the space				
Flammable cabinets are not near the exits				
Airflow and balancing is correct (smoke test)				
CFH/BSC has been certified and sticker/card affixed				
Handwashing sink available, as needed				
Fire Marshall occupancy review complete				
Issues noted above have been addressed?				
Space clear for occupancy?				

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Action Items

Communication to appropriate personnel, as applicable, before move	Yes	Due	N/A	Comments
Waste Management to remove waste and surplus chemicals				
Laboratory to decontaminate equipment				
EHS personnel or other to sign decon tags				
EHS to decontaminate biosafety cabinets				
RAD survey				
Others:				

Post Occupancy (If "NO", include comment)

Assessment Date:	Yes	No	N/A	Comments
Door sign has been updated and posted				
Emergency phone number stickers affixed to phones				
Emergency equipment is not obstructed				
Egress paths maintained at least 36 inches				
18 inches of clearance from sprinkler heads				
36 inches of unobstructed access around panels and electrical				
No sharp edges, trip hazards, or other physical hazards				
O2 alarm necessary				
DEA controlled substances logbook notification				
Tax-free alcohol logs/program updated				
IBC registration updated				
Radiation safety contacted to update rad program				
Issues noted above have been addressed?				