

Checklist for vacating IAB labs

PI name: _____ Person(s) completing checklist: _____

Building: _____ Room #: _____ Date lab is to be vacated: _____

When vacating a lab space, please complete this checklist and return to: Jami Warrick, IAB Safety Coordinator (mailbox in 311 Irving I). As a courtesy to the next person moving into the lab, outgoing PIs are responsible for ensuring that the following checklist is completed. Questions? Call Jami at x5455.

- o **Chemicals:** All chemicals and chemical wastes must be removed from the lab.
 - o Contact Jami regarding the following:
 - For assistance in moving chemicals to a new lab space
 - To surplus unwanted chemicals
 - For assistance in arranging for chemical and other hazardous waste to be removed from the lab
 - o Contact Jami if your lab needs to be decontaminated (e.g. if you used ethidium bromide or other toxic chemicals in the lab).
- o **Equipment:** All unwanted equipment (including glassware and other lab supplies) must be removed from the lab. Freestanding chemical storage cabinets (e.g. flammables and corrosives) may remain, as long as they are empty and clean. For assistance, please contact Jami.
- o **Hoods:** Fume hood work surfaces must be free of chemical spills and any paper liners should be removed and disposed of appropriately (e.g. in trash or in chemical waste if contaminated with hazardous chemicals such as ethidium bromide).
- o **Radioactive materials areas:**
 - o All labs where radioactive materials were used must be swiped to ensure that the lab is free of radioactive contamination. Please contact Tracey Martinson at x 6771 prior to moving anything out of the lab, as all potentially contaminated surfaces/items must be tested.
 - o If the lab is destined to become an unrestricted space, it must be decommissioned. Please contact Jami for further assistance.
- o **General lab cleanliness:**
 - o All lab bench tops, sinks, and shelves should be washed down with soap and water so that they are free of dust and dirt.
 - o All trash should be removed from the lab, and floors should be swept and/or mopped.
 - o All tape should be removed from walls, doors, drawers, and cabinets.
 - o All posters should be removed from walls and doors.

Following completion of this checklist, the lab will be inspected prior to being turned over to either a new occupant or to Facilities Services for renovations and/or painting. The lab will not be released until all of the guidelines listed above have been met. Please ask for assistance if necessary.

For office use only:

Inspected by: _____

Date: _____

Pass: Y N

Notes:

Effective date: October 11, 2004

Last revision: March 2007

By: JW