

### Appendix 4 - Checklist for Vacating Labs

PI name: \_\_\_\_\_ Person(s) completing checklist: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Date lab is to be vacated: \_\_\_\_\_

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When vacating a lab space, please complete this checklist and return to your Chemical Hygiene Officer (CHO). 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 EHS&RM at 474-6771 for assistance with any of the items below or if you do not have a CHO.

- o **Chemicals:** All chemicals and chemical wastes must be removed from the lab.
  - o Contact your CHO 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 your CHO 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.
- 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 EHS&RM 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 EHS&RM 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 by your CHO, EHS&RM, or departmental head 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.

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**For office use only:**

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Pass: Y      N

Notes: