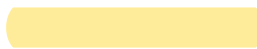
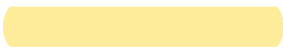


# Laboratory Close Out Checklist

Date:	Building & Room(s):				
Principal Investigator(s):					
Department:	Administrator:				
Date laboratory will be vacated:					
<p>Laboratories must be left in a state suitable for new occupants. The vacating Principal Investigator (PI) and department are responsible for the proper disposal of chemical, biological and radioactive waste materials, disinfection of all equipment and countertops, movement of equipment from the lab for surplus, repair, or relocation prior to vacating the space(s). Please review the <a href="#">Laboratory Closeout</a> .</p>					
CHECK LIST ITEMS					
<b><u>Biosafety</u></b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">YES</th> <th style="width: 10%;">NO</th> <th style="width: 10%;">N/A</th> <th style="width: 10%;">initials</th> </tr> </thead> </table>	YES	NO	N/A	initials
YES	NO	N/A	initials		

UNO requires biohazardous whe 4.12 44.188 1.92 re 46 re W scn /TT1 11.04 0Tf -0.022 ra



<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
E1. Have refrigerators and/or freezers been completely cleaned out and disinfected?				
E2. Have arrangements been made to relocate and/or remove all equipment present in the space? Items not being relocated to an alternate space, shall be tagged as surplus and be scheduled for pick up with the online eSHOP form.				
E3. Have the fume hoods and/or biosafety cabinets been cleaned and/or decontaminated?				
E4. Have phone lines and data jacks been relocated?				
E5. Have you left all phones, building furniture, and original lab chairs?				
<b>Housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>

All materials have been removed and properly disposed of from all drawers,

**For assistance with:**

Lab moves and Facilities concerns: **Call the Facilities Service Desk**