# **Laboratory Turnover Checklist**

This checklist is to make sure all cleaning and housekeeping items have been completed prior to turning over a lab to the contractors for the Building Infrastructure Improvement Project. This will be filled out by laboratory staff and signed by the laboratory supervisor to indicate everything has been completed. This will then be turned into the Laboratory Safety Officer who will make sure the there is not any additional items that need to be taken care of prior to turn over. The safety officer will sign this form once the lab is ready to turn over, make copies, and post a copy on all entry doors into the space being turned over.

**Initial:** *Initial the line once completed, if it does not apply to the lab space write N/A on the line.*

 Clean bench tops.

* Wipe off/disinfect bench tops
* Remove any chemicals from bench tops

 Remove all chemicals and biological hazards from the fume hood/biosafety cabinet.

* Remove all chemicals regardless of if they are hazardous or not
* Remove all biological agents and waste
* Remove any light materials that could be pulled into the exhaust system (i.e. kimwipes)

 Ensure all chemical/biological hazards are properly stored.

 Ensure all chemical waste is properly stored out of the way or removed from the lab.

 Remove all biological waste from the lab.

 Disinfect, turn off, and close the sash on all biosafety cabinets in the lab space.

 Ensure all specific walkthrough items have been taken care of.

Supervisor or Designee

Name (Printed) Signature Date

Laboratory Safety Officer or Designee

Name (Printed) Signature Date