# p:\My Documents\Templates\Logo_download\Tab_logo\White backgrounds\TAB_col_white_background.jpgLaboratory Decommissioning Checklist.

# For clearance and to ensure a safe environment for external contractors to commence work

\*If radioactive materials have been used in the rooms contact the Radiation Services Unit for advice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Move Group** |  | | |
| **Room number** |  | **Decom Period End** |  |
| **Responsible person(s) area manager** |  | | |

**Declaration:**

Advice and decommissioning by the Radiation Services Unit is/is not *(delete as appropriate)* required.

This laboratory has been left in a condition safe for personnel to enter without taking any precautions against exposure to chemical or biological materials.

|  |  |  |  |
| --- | --- | --- | --- |
| **Print name:** |  | **Signature:** |  |
| **School:** |  | **Date:** |  |

Completed signed copies may be sent to the Faculty Project Technical Managers before Lab Moves commence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action taken** | **Required** | | **Completed by** | |
|  | **Yes** | **No** | **Name** | **Date** |
| All chemical and biological materials have been stored away in a secure area. |  |  |  |  |
| All hazardous waste has been disposed of. |  |  |  |  |
| All physical hazards have been removed. Equipment, broken glass, needles etc. Check behind and under lab cupboards/sinks for sharps |  |  |  |  |
| All lab cupboards and drawers are empty. |  |  |  |  |
| Floors free from slips, trip s and fall hazards. |  |  |  |  |
| All equipment has been decontaminated and safe to handle. Ensure there is a decontamination certificate on each item. |  |  |  |  |
| All sinks have been cleaned and in labs where biological materials have been handed, disinfected using appropriate disinfectant to clean drain traps. |  |  |  |  |
| If biological material or chemicals have been handled – all sinks, benches and equipment have been appropriately cleaned and disinfected. |  |  |  |  |
| Microbiological safety cabinets have been decontaminated. This should be done prior to removal, relocation, and disposal of if remaining labelled with a decontamination certificate. |  |  |  |  |
| All fume cupboards have been decontaminated and certificate of decontamination affixed. If fume cupboard has been used for hazardous materials that may contaminate ductwork (e.g. acids) indicate this on the decontamination certificate. |  |  |  |  |
| All other areas have bene cleaned and disinfected as appropriate. |  |  |  |  |
| Ensure there is sufficient ventilation, mitigating effects of dust particle inhalation. |  |  |  |  |
| Obstructions at head height have been removed, to prevent head injuries. |  |  |  |  |
| Insert details of any other action taken: |  |  |  |  |