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Laboratory Sign Off
Ready to Move

Lab name or Room number: _____

HS704 – E26 "Laboratory Decommissioning Checklist for transfer of materials to E26 or BioLink" has been completed prior to completing this signoff.

YES NO (please circle)

Dangerous Goods cabinets are free of corrosion and residue

YES NO (please circle)

All hazardous classes of chemicals are housed in corresponding Dangerous Goods cabinets

YES NO (please circle)

Chemicals checked and sorted on benchtops into correct classes completed

YES NO (please circle)

Bench top equipment and instruments wiped down and cleaned – as per HS704 – E26 requirements

YES NO (please circle)

Personal packing completed

YES NO (please circle)

Team storage area packing completed

YES NO (please circle)

Bench tops and under bench draw packing completed

YES NO (please circle)

IT / desk top computers wiped down and cleaned (Disinfectant wipes)

YES NO (please circle)

The above packing and cleaning / ready to move preparation was completed on ___/___/___

Name (please print) _____

Signature _____ Date _____