

Introduction: Lab Relocation Timeline

Every lab relocation offers a unique set of requirements and parameters. Below is a timeline of key activities to ensure a smooth lab transition

Source: <http://www.labmanager.com/business-management/2017/11/tips-for-a-successful-laboratory-clean-out-and-relocation>

Two to Three Months Before the Move

- ☐ Tour existing and new lab space with your lab transition planner and your architect.
- ☐ Develop equipment binders and review responsibility matrix.
- ☐ Dispose of old files, old chemicals, and old samples (animal or human).
- ☐ Notify vendors, the mail room, and other relevant parties that the lab has relocated.
- ☐ Secure keys and access to the new space.
- ☐ Identify who will pack the equipment and move it.
- ☐ Set a start date and timeframe.
- ☐ Establish timeline to shut down certain pieces to prepare for move.
- ☐ Send out RFP for specialist movers (chemical, equipment).

Two to Three Weeks Before the Move

- ☐ Have move materials (boxes, tags) delivered to lab to be relocated for packing to begin
- ☐ Begin labeling/tagging. While tagging may seem simple, it is a critical step. Each piece of equipment gets a unique label which identifies the name of the lab, the phase of the move, and where it will be placed in the new space.
- ☐ The unique label corresponds to the plan, so movers can place items quickly and the lab technicians can begin to set up.
- ☐ Tour new space to ensure connections are compatible with incoming equipment.
- ☐ Identify move route for key equipment, checking door and height/weight clearances.

Maintain Continuity

Laboratory Move – What's Moving?

- Identify the materials and equipment
- Regulatory obligations
- Risks of moving the material
- Identify the best person/ vendor to move the material
- Coordinate with all stakeholders to reduce down time
- Identify if certain materials must move before others



Day of the Move

- ☐ On the day of the move, hopefully everyone is packed and the moving can begin.
- ☐ The chemical movers come in first and pack up the chemicals in special containers.
- ☐ Then, the general mover comes in and packs things that aren't yet packed.
- ☐ The last thing we put on the truck are the freezers because they need to be the first thing off, in order to be quickly put in place and plugged in.

Post-Move Follow Up

- ☐ Tour vacated lab to ensure all items have been moved.
- ☐ Coordinate calibration of equipment.