Lab Relocation Checklist

From 8 weeks before until the lab is working again. Tick each step when done.

Hovalot Baderech

8 weeks before

- [ ] Appoint a move coordinator from the lab
- [ ] List equipment by room, with dimensions and weight for large items
- [ ] Check the new lab: power, gases, drainage, air conditioning and space for each instrument
- [ ] Ask the instrument manufacturers and technicians what disconnection and reconnection require
- [ ] Request a moving quote

4 weeks before

- [ ] Draw a layout of the new lab with a place for every instrument and piece of furniture
- [ ] Set a date with the movers, the technicians and both buildings' management
- [ ] Book a certified tester for fume hoods and safety cabinets for the day after placement
- [ ] Decide what isn't moving: old equipment, furniture and expired materials

2 weeks before

- [ ] Plan the sample transfer and a backup freezer
- [ ] Arrange elevators, parking and unloading hours at both buildings
- [ ] Receive packing materials and start packing equipment not in use
- [ ] Update suppliers and couriers with the new address

1 week before

- [ ] Remove chemical and biological materials and pack them per lab procedures
- [ ] Clean and decontaminate fume hoods, safety cabinets, incubators and fridges
- [ ] Photograph instrument connections before disconnecting
- [ ] Label every box and instrument with a number and destination room

The day before

- [ ] Technicians disconnect instruments and lock moving parts
- [ ] Defrost and dry fridges and freezers that move empty
- [ ] Back up data from instrument computers
- [ ] Confirm the new lab is open, clean and ready

Moving day

- [ ] The coordinator is at both ends, with the layout
- [ ] Freezers, hoods and sensitive equipment first, then furniture and boxes
- [ ] Every item is placed in its marked room and spot
- [ ] Check that every box arrived against the list

After the move

- [ ] Freezers and fridges stand before switching on, per the manufacturer
- [ ] A certified tester certifies fume hoods and biosafety cabinets
- [ ] Technicians connect, calibrate and test instruments
- [ ] Samples go back only after the freezer reaches temperature

Who is responsible for what

- The lab: chemical and biological materials, cleaning and decontamination, samples and documentation
- Technicians and manufacturers: disconnecting, connecting, calibrating and testing instruments
- The movers: packing, moving, placement and coordination on moving day
- Building management: freight elevators, parking, working hours and entry approvals

Full guide: hovalot-baderech.com/en/madrich-male-haavarat-maabada

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