

## Mission Bay Lab Relocation Checklist

Lab/Department Name: \_\_\_\_\_ Approximate Move Date: \_\_\_\_\_ Move Date: \_\_\_\_\_

Lab/Department Location: \_\_\_\_\_ Destination: \_\_\_\_\_ Project # \_\_\_\_\_

**Responsibility**                      **Tasks**    **Remarks**

RM    Client    Date

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule MHS walkthroughs-introduction meetings.	November
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify key contacts in lab with phone numbers and email. Indicate main contact.	Submit to RM ASAP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule neighborhood meetings-Labs to compare with neighbors on shared equipment and chemicals, before the meeting. Determine what is not needed.	January
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule individual equipment planning meetings with labs	After neighborhood meetings (On going)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MHS Assoc. Inventory of existing equipment-with lab assistance List equipment into 3 categories and note plug configuration, utility needs. * Sensitive: But does not need servicing (-80's, incubators, ice machines, shakers) * Very sensitive: Requires servicing (-80's w/nitrogen backup, Centrifuges/Scintillation counters) * CESI for Complex Equipment Systems- (Electron Microscopes, X-ray Diffractometers, ultra-low dew point air for crystal cooling) ** Additional information needed will be: - Type of utility connection, i.e. gas, vacuum, water, Ethernet, compressed air, electrical. - Will the item stay, be surplus or moved.	November-January
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory all furniture * List furniture into 3 categories-Stay, Surplus, or Move	12-14 months before move date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit to RM new equipment purchases. Submit new equipment quotations/specifications to RM for purchase.	9-11 months before move date

Responsibility	Tasks	Remarks
<input type="checkbox"/>	Schedule new furniture meeting.	8-10 months before move date
<input checked="" type="checkbox"/>	Schedule voice and data meeting with lab and ENS project manager.	7-9 months before move date
<input checked="" type="checkbox"/>	Contact vendors for equipment needing service. Obtain pricing.	6-8 months before move date
<input checked="" type="checkbox"/>	Prepare/Submit equipment PO's to vendors.	6-8 months before move date
<input type="checkbox"/>	Reduce purchase of chemicals and supplies.	6 months before move date
<input checked="" type="checkbox"/>	Identify telephone and fax #'s to be relocated. Submit ENS telecom request.	6 months before move date
<input checked="" type="checkbox"/>	Finalize floor plans. Include names, data, voice & power/Submit PO's for furniture.	4-6 months before move date
<input checked="" type="checkbox"/>	Schedule movers walkthrough/estimate.	4-6 months before move date
<input checked="" type="checkbox"/>	Schedule chemical movers walkthrough/estimate. Note: EH&S charges for the disposal of chemicals left behind.	3-5 months before move date
<input checked="" type="checkbox"/>	Schedule move coordination meetings.	3-5 months before move date
<input checked="" type="checkbox"/>	Schedule delivery/installation of new furniture.	2-3 months before move date
<input checked="" type="checkbox"/>	Schedule delivery/installation of new equipment.	2-3 months before move date
<input checked="" type="checkbox"/>	Prepare colored coded floor plan. Distribute labels to lab/office.	1-2 months before move date
<input type="checkbox"/>	Begin tagging furniture/equipment-with Surplus or Move. No tag indicates the item will not move.	1-2 months before move date
<input checked="" type="checkbox"/>	Schedule disconnection of utilities for hoods, dishwashers etc.	1-2 months before move date
<input checked="" type="checkbox"/>	Schedule connections of utilities for hoods, ice machines etc.	1-2 months before move date
<input type="checkbox"/>	Change gas, CO <sub>2</sub> and liquid nitrogen service to new location.	1-2 months before move date

Responsibility	Tasks	Remarks
<input type="checkbox"/>	Schedule phones/phone line relocation with ENS.	1 month before move date
<input checked="" type="checkbox"/>	Schedule delivery of boxes and packing materials.	1 month before move date
<input type="checkbox"/>	Schedule EH&S for final hazardous/radioactive chemical removal.	1 month before move date
<input checked="" type="checkbox"/>	Schedule decontamination/re-certification of hoods.	1 month before move date
<input checked="" type="checkbox"/>	Supervise installation of new furniture and equipment.	2-4 weeks before move date
<input checked="" type="checkbox"/>	Supervise installation/activation of data/telecom ports.	2 weeks before move date
<input checked="" type="checkbox"/>	Schedule back up -80 freezer if needed.	2 weeks before move date
<input type="checkbox"/>	Order dry ice for -80's if needed.	1 week before move date
<input checked="" type="checkbox"/>	Color code/tag new location.	1 week before move date
<input type="checkbox"/>	Drain water jacketed incubators.	1 day before move day
<input checked="" type="checkbox"/>	Supervise movers, chemical packers, vendors servicing equipment, connection of utilities by plumbers, electricians during the move.	Move day(s)
<input checked="" type="checkbox"/>	Lab coordinator to take some time off.	Two weeks after move