SERVICES

4. MOVING

MANAGEMENT

A project manager can oversee the entire move project.

Project management duties include:

- 1. PLANNING YOUR IN THE EVENT OF A SPILL OR ACCIDENT.
- 2. CHOOSE VENDORS VS STAFF
- 3. IDENTIFY MOVE DATE AND PROJECT COMPLETION DATE
- 4. DETERMINE TASKS PERFORMED BY VENDORS VS STAFF
- 5. SELECT IN-HOUSE MOVE TEAM
- 6. IDENTIFY LEASE END TERMS, WHICH MAY REQUIRE LAB CLEANING AND SURFACE SAMPLING
- 7. DETERMINE WHICH EQUIPMENT NEEDS VENDOR/MFR ASSISTANCE FOR MOVE
- 8. VENDOR/OBTAINING/SCHEDULING QUALIFIED VENDORS
- 9.  TIMELINE MANAGEMENT
- 10.  COORDINATION OF MOVE ACTIVITIES
- 11.  ADVISEMENT ON TIMELINES, TIME CONSTRAINTS, AND LEASE TERMS
- 12.  GENERATION OF A LAB DOCUMENTATION MANAGEMENT

2. CHOOSE VENDORS

- Equipment Moving and Packing
- Equipment Decontamination
- Equipment Calibration, Repair, and Maintenance
- Certification or Construction
- Testing and Certification
- Post-Move Lab Surface Disposal
- Chemical packing/moving/Disposal
- Biohazardous Waste Vendor
- Biohazard Waste Testing and Disposal
- Gas Cylinder Storage
- Post-Move Lab Surface Disposal
- Electronic Waste Disposal

3. PROJECT MANAGEMENT

- Drain water jackets from incubators
- Consider who will install earthquake strapping for large equipment
- All laboratory equipment should be decontaminated to render it safe to handle and transport to a new location, sell or disposed of.
- Most general lab equipment that is not suited for laboratory decontamination
- Most cleaning companies are not well created equally!
- Not all moving companies are equally skilled at handling equipment, analyzers, microscopes, etc. They also may not understand the hazards involved with moving some laboratory equipment.
- This training should include but is not limited to; how to address gas cylinders or toxic/hazardous materials that movers should have knowledge of.
- Gas cylinders or toxic/hazardous materials that movers should have knowledge of.
-運用温度データロガーを用いて移動中の温度を監視する
- For each item decontaminated, a decontamination document in the form of a report, certificate or a decontamination sticker should be provided. This documentation should state the decontamination method, the decontamination detergent/disinfector, who performed the decontamin