**Vacating Space Checklist**

|  |  |
| --- | --- |
| **Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department(s) Moving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moving Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager Phone #: \_\_\_\_\_\_\_\_\_\_** | |
| **Department Charge #: \_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_ or Fund #: \_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Location(s) Vacated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

To complete this checklist, check YES if the item has been completed or N/A if it does not apply. After completing the checklist, the Director/Manager/Lessee must then sign this document indicating that the area(s) listed below are suitable for re-occupancy or safe to remain vacant. Copies of the completed close-out document must be provided to the applicable departments indicated at the end of this document. The Capital Projects Department must then be contacted for a final exit inspection of your area(s) at phone 2-6765.

The Finance Department will continue to charge the responsible department for rent until all applicable checklist items have been completed and reviewed. Any additional clean-up disposal costs will be charged back.

If an asterisk “\*” is noted by the section number, see Appendix A (pg. 8) at the end of this document for additional information.

**1.0 GENERAL:**

1.1 Vacating an area must only be conducted by authorized personnel that are trained on the hazards of the area (i.e. users) and the materials contained in it (i.e., Hazard Communication Training, Bloodborne Pathogens Training, Laboratory Safety Training, Laboratory Specific Training, etc.).

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2\* Remove hazardous materials from equipment before the equipment is discarded.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.3\* Contact MCE to remove refrigerators.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4\* If you are disposing, moving or transferring equipment, complete the Move/Transfer form available at <http://iris.rush.edu/corpfinance/index.html>.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.5\* Fill out an Inter/Intra Departmental Moving Request form located at [http://inside.rush.edu/resources/Pages/GeneralResources.aspx](http://inside2.rush.edu/policies/resources/Pages/GeneralResources.aspx) to dispose of large or heavy items.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.6 All general equipment such as furniture, cabinets, chairs, tables, supplies etc must be removed. These cannot be left behind.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.7\* Dispose of glassware in glass disposal boxes intended for this purpose or package in sturdy cardboard with newspaper or other packing material to prevent breakage.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.8\* Contact EVS (x 2-CLEAN) in advance to schedule garbage removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.9\* Contact OSD (x 2-7233) to coordinate out of service labeling for eye washes & emergency showers that will no longer be serviced by your unit.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.10 Relocate or appropriately discard any materials which may contain Medical Records or patient data. (i.e. disks, video, x-rays, CD’s, paper files)

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.11\* If equipment, supplies, furniture, reagents, specimens, etc. are transferred from the current occupant to the new occupant, it must be documented in a separate memo with both departments’ signatures.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.12 Return all keys used to access the space to MCE.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.0 LABS (Skip if it does not apply):**

2.1 Remove all laboratory equipment such as incubators, shakers, centrifuges, microscopes, sequencers, scintillation counters, etc.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 Controlled substances must be disposed of or transferred as specified by the Drug Enforcement Agency (DEA) permit under which they are held.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 Storage cabinets in lab areas must be clean; chemical residues, spills and drips, must be cleaned and decontaminated.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.4 Remove laboratory bench tops, bench top liners and/or disposable covers from work surfaces.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.5 Remove & clean all materials from chemical fume hoods, cabinets, sinks etc.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.6 Remove old hazard identification signage located outside the old lab. A new sign must be filled out and posted outside the new laboratory.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.0 PATIENT CARE EQUIPMENT(Skip if it does not apply)::**

3.1 Contact Medical Center Engineering (x 2-FIXX) to have non-patient care equipment items removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Contact Clinical Engineering (x 2-6451) to have the items patient care equipment removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.3 Contact the Pharmacy (x 2-3655) to have Pyxis and crash carts relocated, emptied and/or removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.4 Contact the Pharmacy (x 2-3655) to have medications not stored in Pyxis or crash carts removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.5 Contact Supply Chain (x 2-5530) to have the Omnicell machines relocated, emptied and/or removed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.6 Contact Supply Chain (x 2-5530) to collect new & unused supplies.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.7 Contact EVS (x 2-5290) to remove clean/dirty linen.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.0 CHEMICALS AND HAZARDOUS WASTE (Skip if it does not apply)::**

4.1\* Remove all chemicals, chemical containers, chemical wastes, cleaning chemicals, and hazardous waste from the area.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.2 All chemicals must be removed from shared storage areas. This includes common areas such as refrigerators, freezers, cold rooms, flammable cabinets, corrosives cabinets, other people’s labs, chemical fume hoods and dark rooms.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.3\* Hazardous chemicals being shipped must be through a permitted hazardous materials handler/hauler, or shipped in accordance to DOT/IATA regulations by an individual with a Dangerous Goods training certificate.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.4 Remove all chemical hazard warning labels from bench tops, doors, cold rooms, storage areas, etc.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.5 Transport chemicals on a cart with a lip or sump. If you need to borrow a cart contact Occupational Safety at x2-7233.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.6 Segregate hazardous chemicals into compatible hazard classes before transporting them to the new area. The different hazard classes of chemicals must be separated by secondary spill containment during transport.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.0 RADIOACTIVE MATERIALS (Skip if it does not apply):**

5.1 Contact the Radiation Safety Department (x7-0047) to vacate any space which used radioactive materials.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.2 Remove all radioactive materials/sources from the area for proper disposal through the Radiation Safety Department.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.3 Remove all radiation warning from bench tops, hoods, doors, storage areas, lead shielding, etc.

**Note:** Labels should only be removed at the discretion of Radiation Safety.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.4 Consult with Radiation Safety (x7-0047) about moving radioactive materials.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.0 BIOHAZARDOUS MATERIALS AND SHARPS- REGULATED MEDICAL WASTE (RMW) (Skip if it does not apply):**

6.1\* All biohazardous waste materials must be packaged in red bag lined Stericycle RMW containers. This includes human and animal tissue, blood and body fluids, cultures, cell lines, DNA, bacteria, viruses, prions, etc.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.2 Dispose of slides containing tissue samples in sharps containers.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.3\* Dispose all used and unused sharps (blades, scalpels, glass pipettes, glass capillary tubes, needles, syringes) in sharps containers.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.4\* Are you disposing tissue samples? (If yes, see guide for additional information)

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.5 Contact the Pharmacy (pager 85-5726) to remove pharmaceutical waste containers.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.6 Defrost, clean and decontaminate refrigerators, freezers and any other equipment or surfaces that were used to handle, store or come in contact biological material. Use a 10% bleach solution or hospital approved disinfectant such as Virex 256 for decontamination.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.7\* Call an outside contractor to decontaminate all biological safety cabinets if you are leaving the cabinets in the lab or if you are taking them with you. If you move the cabinet to a new location it must be recertified after the move.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.8 Dispose/remove of all media and supplies.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.9 Remove all universal biohazard symbols and biohazard warnings from refrigerators, freezers, doors and other areas.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.10 Dispose of unwanted red biohazard bags, orange autoclave bags and biohazard labeled specimen bags and boxes in the Stericycle RMW containers. Do not dispose in the regular trash. Contact EVS for additional containers.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.11\* Are you shipping biological materials to another facility? (If yes, see guide for additional information.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7.0 COMPRESSED GAS CYLINDERS (Skip if it does not apply):**

7.1 Contact and coordinate with Respiratory Therapy (85-7414, ext.70030) or the appropriate vendor to relocate or remove all compressed gas cylinders. All regulators must be removed and valve protection caps securely placed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.2 All excess regulators, valve protection caps and valves should be returned to Respiratory Care.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.3 The Medical Center compressed gas cylinder vendor should be contacted directly to move or remove liquid nitrogen tanks.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8.0 MOVING FROM ONE AREA TO ANOTHER ON CAMPUS (Skip if it does not apply):**

8.1 Spill kit materials must accompany any liquid hazardous materials transported through the Medical Center.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.2 Contact OSD at x2-7233 or pager 85-3503 if you have a chemical spill and assistance is needed.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.3 Proper personal protective equipment must be available during the transport of hazardous materials through the Medical Center. Do not press elevator buttons, door knobs, handrails, etc. with gloved hands. If you must, wear a glove on one hand keeping the other hand free to manipulate doors, elevator buttons, etc.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.4 Dispose of all mercury containing thermometers and mercury compounds through OSD before moving to the new area.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9.0 NOTIFICATIONS:**

9.1 Contact MCE (x 2-3499) and inform them of the vacating of space.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.2 Contact Information Services Help Desk at (2-HELP) to have computers, scanners, copiers returned. These devices may contain patient/medical records and must be handled appropriately to secure this information.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.3 Once fully vacated, contact EVS (x 2-5290) to perform a final clean.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.4 Contact Infection Prevention and Control (x 2-3056) and inform them of the close-out.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.5 Contact Security (x 2-5678) and inform them of the close-out.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.6 Contact Quality Improvement (x 2-7116) when patient care areas/units are moving.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.7 Contact Occupational Safety (x 2-7233) to perform a safety inspection.

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.8 Contact Capital Projects (x 2-6765) to perform a final inspection. **(Last Step)**

YES  N/A Comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your signature indicates that all applicable checklist items have been completed and the indicated areas are suitable for re-occupancy, renovation or demolition.

Director/Manager/Lessee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distribute copies of this completed checklist to:**

1. Capital Projects (Phone 2-6765, FAX 2-8335). **(All)**
2. Your Department Head/Administrative Officer. **(All)**
3. Parisa Ramsi, Research Administrator. **(Research labs only)**
4. Allison Cantu, RML Administrative Director. **(Clinical labs only)**
5. Herb Miller, Ph.D, Chairman and Director of Clinical Laboratory Sciences. **(Academic labs only)**
6. Project Manager associated with Project/Move. **(All)**

**Appendix A**

**The information below is additional information referenced by the Vacating Space Checklist.**

**1.0 GENERAL:**

1.2 Hazardous materials from equipment must be identified for disposal before the equipment is discarded. OSD 27233 can assist with the identification process. This may include batteries, transformers, mercury switches, mercury thermometers, mercury lamps, oils, asbestos linings, asbestos jackets, asbestos gloves, radioactive sources, lead shielding and chlorofluorocarbons (CFC’s) from refrigerators/freezers, etc.

1.3 Contact MCE to remove refrigerators.

**Note#1:** MCE 25990 can remove refrigerants from some refrigerators/freezers. Midwest Lab Services (847)215-0200 must be contracted to remove refrigerants from ultra low freezers.

**Note#2:** Refrigerators and freezers must not be left behind in any areas. There are expenses associated with refrigerant removal and disposal. This expense is not the responsibility of future occupants or the institution.

1.4 Before disposing, moving or transferring any equipment reference the Fixed Assets Policy and Procedures Manual at <http://iris.rush.edu/corpfinance/index.html>. When equipment is transferred to another department an Equipment Move/Transfer Form #0142 should be completed. When an item is to be sold or otherwise disposed of a Surplus Property Declaration Form #0141 should be completed. Forms are available at the above website or from Fixed Assets 25608 or 27021.

1.5 Movers from the receiving area can assist with disposal of large or heavy items by filling out an Inter/Intra Departmental Moving Request form. This form is available on the Rush Intranet at the following link [http://inside.rush.edu/resources/Pages/GeneralResources.aspx](http://inside2.rush.edu/policies/resources/Pages/GeneralResources.aspx). Housekeeping will not dispose of any large or heavy items. Do not place these items in the exit corridor until arrangements have been made with the movers to dispose of these items.

1.7 Glassware and other glass must be disposed of in glass disposal boxes intended for this purpose or packaged in sturdy cardboard with newspaper or other packing material to prevent breakage. The boxes must then be labeled *glass for disposal*. Contact EVS (2-CLEAN) for glass disposal.

1.8 Garbage must not be left behind. Common areas such as dark rooms, storage rooms, cold rooms, flammable cabinets, closets, cabinets and shared areas must be accounted for.

1.9 Eye washes & emergency showers that will no longer be serviced by your unit must be clearly labeled out of service. If this is a shared area and access can still be gained by an adjacent lab/office/department, the eye wash station inspection responsibilities must be turned over to the adjacent department. Written documentation must accompany this close-out form.

1.11 If there are plans to transfer equipment, supplies, furniture, reagents, specimens, etc., from the current occupant to the new occupant, and the new occupant has agreed to accept those materials, this must be documented in a separate memo and attached to this document. A brief description of the items being transferred and a signature from both parties involved indicating they are in agreement is required.

**4.0 CHEMICALS AND HAZARDOUS WASTE (Skip if it does not apply):**

4.1 Remove all chemicals, chemical containers, chemical wastes, cleaning chemicals, and hazardous waste from the area.

**Note#1:** All hazardous waste, unwanted chemicals and empty chemical containers must be disposed of through the Occupational Safety Department (OSD).

**Note#2:** OSD reserves the right to charge back disposal costs for chemicals that are extremely expensive to dispose of and/or major laboratory clean-outs.

**Note#3:** Laboratory personnel are responsible for filling out a Requisition for Chemical Disposal that can be found attached to OP&P 0203 Chemical, Drug and Universal Waste Management and arranging for a hazardous waste pick-up.

**Note#4:** All unknown wastes must be identified with proper labeling (chemical name and hazards).

4.3 If hazardous chemicals are to be shipped to another facility (off Rush campus) a permitted hazardous materials handler/hauler must be contracted to legally transport the hazardous materials. OSD should be contacted for assistance with obtaining a hazmat handler/hauler. If you ship the chemicals yourself, you must have a current Dangerous Goods training certification and ship the materials according to DOT/IATA regulations.

**6.0 BIOHAZARDOUS MATERIALS AND SHARPS- REGULATED MEDICAL WASTE (RMW) (Skip if it does not apply):**

6.1 All biohazardous waste materials must be packaged in red bag lined Stericycle RMW containers. This includes human and animal tissue, blood and body fluids, cultures, cell lines, DNA, bacteria, viruses, prions, etc.

**Note#1:** When disposing of pathological wastes from humans or animals the Stericycle RMW container must be labeled with a For Incineration Only sticker which can be obtained from Environmental Services.

**Note#2:** Select agents or toxins must be destroyed and documented on the SELECT AGENT OR TOXIN DESTRUCTION form. The CDC’s list of select agents and toxins can be found at this address <http://www.cdc.gov/od/sap/docs/salist.pdf>. OSD must be present to witness the destruction and consulted for the final disposal of the select agent or toxin.

**Note#3:** All red bags containing biological liquids must have enough absorbent material to prevent a spill if the bag breaks inside the Stericycle RMW container.

**Note#4:** If you need empty Stericycle RMW containers dropped off or full containers removed, contact Environmental Services at 2-CLEAN. Laboratory employees are responsible for arranging for the pickup of full containers.

6.2 Dispose of slides containing tissue samples in sharps containers.

6.4 If tissue samples are stored in a liquid preservative, the liquid is typically a hazardous chemical waste and must not be disposed of in the sanitary sewer or in the Stericycle RMW container. The tissue sample must be separated from the preservative before disposal in the Stericycle RMW container. The resulting liquid preservative must be collected for hazardous chemical waste disposal.

6.7 Call an outside contractor to decontaminate all biological safety cabinets if you are leaving the cabinets in the lab or if you are taking them with you. If you move the cabinet to a new location it must be recertified after the move.

**Note#1:** Future occupants, construction workers, equipment movers, etc. do not know what types of biological materials were used in biological safety cabinets that are left behind. Therefore, it is imperative that all biological safety cabinets be completely decontaminated by an approved and qualified outside contractor. For a list of approved contractors contact OSD at x2-7233. This expense is not the responsibility of future occupants or the institution.

**Note#2:** If the area knows the history of the biological safety cabinet does not involve the use of any infectious agents or biological materials hazardous to humans, an exception to complete decontamination by an outside contractor can be made. For this exception to be accepted for lab close-out purposes the PI or LM must attach a letter in writing with this close-out indicating that no such infectious agents or biological materials hazardous to humans have been used in the cabinet in question and that the cabinet is safe to be handled. If there is more than one biological safety cabinet this must be indicated in the letter by the serial numbers.

6.11 If biological materials are to be shipped to another facility (off Rush campus) a permitted hazardous waste handler/hauler must be contracted to legally transport the hazardous materials or you must ship these materials in compliance with the Rush Hazardous Materials/Dangerous Goods Shipment Policy Number OP-0296. OSD should be contacted for assistance with obtaining a waste handler/hauler.