

### Lab Equipment Moving Procedure

When a customer submits a Service Request (Work Order) to have lab equipment moved, Grounds moving personnel will follow the following procedure:

- Grounds moving personnel shall contact University Police and Safety Office for them to come to the lab **prior** to any lab equipment being moved. Safety Office personnel will assess and inspect the equipment prior to the move to ensure that it is free of any chemicals / residues/ hazardous material that may be a safety hazard.
- Moves are defined as:
  - Moves to another lab / space
  - Requests to move to surplus
  - Requests to move to scrap
- If the equipment is no longer going to be in service, Safety Office personnel will access the piece of equipment and determine if the equipment is safe to be sent to surplus or if the equipment should be scrapped.
- After the Safety Office has made the aforementioned inspection and determination, Grounds moving personnel will be free to move the equipment to its final destination.