

Laboratory Equipment Move Checklist

The following is a list of guidance on what to expect when undertaking a laboratory being transported to its new location. The important following steps are taken to ensure safe transportation of a laboratory's equipment, furniture and contents. The following tasks, (unless indicated otherwise) are for the consideration and guidance of the client.

▪ Incubators

- Drain all fluids before moving. Allow up to 2 hours to drain some units.
- Check for any unusual electrical requirement (240V).
- Check with your service representative for tips to prepare for moving.

▪ Centrifuges

- All water-cooled units must be disconnected by a plumber.
- Most centrifuges require service (240V).
- Some units may require re-calibration after moving.
- Check with your service representative for tips to prepare for moving.

▪ Refrigerators

- Refrigerators do not require unloading.
- Freezers do not require unloading before moving. Crest Commercial Removals are not responsible for water damage caused by leaking freezers.

▪ Microscopes and Balances

- Crest can pack and relocate these items if required, this will be discussed during the consultation and planning process of the relocation.
- Check with your service representative for tips to prepare for moving equipment and items.



0800 731 1765

F: 020 8997 9315 E: info@crestremovals.co.uk
Crest House, 7 Aintree Road, Perivale, Middlesex UB6 7LA

▪ **Ovens**

- Check for any unusual electrical requirements.
- Check with your service representative for tips to prepare for moving.

▪ **Ice Machines**

- All plumbing and electrical must be disconnected prior to moving.
- Unit must be emptied of all ice. Crest is not responsible for any water damage caused by leaking ice machines.

▪ **Scintillation Counters**

- Check for any unusual electrical requirements.
- Check with your service representative for tips to prepare for moving.
- Items will be moved on Crest sensitive equipment trolleys. Do not box.

▪ **Water Purification Systems**

- Must be removed from wall and serviced by a plumber.
- Arrange for a carpenter to hand at destination.
- Check with your service representative for tips to prepare for moving.

▪ **Computer Equipment**

- Disconnect all interface wiring, screen, printer, drive, keyboard and mouse should all be separated.
- Crest will supply suitable containers and protective items to place your keyboard along with all wiring and mouse. Label all components with Crest Labels.
- Any critical information on hard drives should be backed up.



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- Crest will not be responsible for any information lost on hard drives during the course of moving.

- **Packing Tips**

- Wrap all glass with white newsprint (supplied by Crest) which is what Crest will also use to pack the remaining as identified in the walk-through.
- Cushion the bottom of the box with crumpled white newsprint.
- Individually wrap all glassware.
- Pack items snugly. Do not leave space for items to shift in boxes.
- Do not overload boxes or crates. They must be able to close.
- Label boxes or crates with contents. This will make unpacking quicker.

- **Items Crest cannot move**

- Solvents, corrosives, explosives, gas tanks, liquid nitrogen tanks and chemicals of any kind.

Check with your Health & Safety Representative for information regarding your laboratory's policy or make arrangements with a qualified licensed vendor(s).