



## Preparing Your Laboratory for Facilities Services: 3 Basic Steps

*Preparing the areas for Facilities Management staff to safely carry out their work, as well as ensuring effective communication, ensures people are not put in a position where they need to make a decision as to whether the laboratory is safe to service or not. This guide presents the three basic steps for researchers to follow when preparing the laboratory for facilities management.*

### Prepare Service Area

### Support Safe Entry

### Communicate

#### Prepare the Service Area

- ☐ Ensure area around service area is easily accessible.
- ☐ Remove any portable or fragile research materials and equipment from the service area.
- ☐ Protect and secure sensitive equipment or materials that cannot be moved from the service area.
- ☐ Clean and/or decontaminate surfaces within service area.
- ☐ Label no-touch surfaces or equipment within laboratory.
- ☐ Declutter and remove trash from service area.
- ☐ Remove or secure cords and other obstructions.
- ☐ Store all chemicals away from service area including acid/base baths, hazardous waste, and sample containers.
- ☐ Disconnect, cap, and securely strap gas cylinders.
- ☐ Close hood and biosafety cabinet sashes.
- ☐ Confirm that all work areas where biological and radiological material is used, are appropriately posted and labeled.
- ☐ Secure all biological and radiological materials and associated waste.

#### Support Safe Entry

- ☐ Determine if a lab member must escort the service personnel during entry and/or during work.
- ☐ Ensure all hazardous equipment (e.g., lasers, magnets, high voltage equipment) is placed in safe configuration for entry.
- ☐ Confirm no active experiments, including unattended processes, are being conducted near the service area.
- ☐ Identify safe entrance procedures for service personnel to follow to access the laboratory.
- ☐ Define personal protective equipment requirements for entry to the laboratory.
- ☐ **No service is to be requested while BSL-3 laboratory is active.**

#### Communicate

- ☐ Post **"Safe for Service" Lab Sign-Off** on exterior door and/or near work area.
- ☐ Communicate to FM the lab is ready.
- ☐ Provide any site-orientation briefing or training, as necessary.
- ☐ Ensure lab contact person is available during the service period to answer any questions or address concerns.
- ☐ Contact ESSR Office of Research Safety with questions or for support.