



Laboratory Equipment Move Checklist

The following is a detailed list of instructions on what to expect when your lab is transported to its new location. It is important that the following steps are taken to insure safe transportation of your lab's equipment, furniture and contents. Unless otherwise specified, all work below to be done by the Client.

Equipment List

- **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. ABR Relocations are not responsible for water damage caused by leaking freezers.

- **Microscopes and Balances**
 - ABR Relocations can pack and relocate these items.
 - Check with your service representative for tips to prepare for moving.

- **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. ABR Relocations 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 ABR Relocations 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.
 - ABR Relocations will supply OZ Pouches before moving. Place your keyboard along with all wiring and mouse in the OZ Pouch. Label all components with an ABR Relocations Label.
 - Any critical information on hard drives should be backed up.
 - ABR Relocations 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 ABR Relocations) which is what ABR 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 ABR cannot move**
 - Solvents, corrosives, explosives, gas tanks, liquid nitrogen tanks and chemicals of any kind. Check with your safety officer for your lab's policy or make arrangements with a qualified licensed vendor(s).