



# Lab Decommission Clearance Form

**Instructions:** Complete this form when decommissioning a lab.

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Previous PI: \_\_\_\_\_ Department Head: \_\_\_\_\_

Have You...	Yes	No
Properly disposed of any hazardous materials, including chemicals, biological materials, radioactive materials, used batteries, used light bulbs, used ballasts, etc.?		
Had all appliances that will no longer be used picked up by UNO Property Control (including electronics, refrigerators, freezers, microwaves, extension cords, power strips, or anything with a cord)?		
Tagged remaining equipment as "Out of Service" and unplugged them (if applicable)?		
Ensured there are no spills or other areas that may be contaminated?		
Decontaminated all surfaces?		
Decontaminated any reusable materials that are left for reuse?		
Ensured the sash is fully down on all chemical fume hoods and biosafety cabinets to minimize energy consumption while not in use?		
Ensured all gas valves are closed?		
Elevated equipment, materials, and supplies, including electrical wires, off the floor to protect against flooding?		
Locked all entrances to the lab?		
Checked to ensure there is accurate Emergency Contact information posted outside of the locked lab door(s)?		
Posted this completed form outside of the locked lab door(s)?		

Once all of the above have been completed, this lab is cleared for decommission.

Signature of UNO Lab Safety Officer: \_\_\_\_\_

Date of Clearance Walk-Through with the UNO Lab Safety Officer: \_\_\_\_\_

Please contact the UNO Lab Safety Officer at [labsafety@uno.edu](mailto:labsafety@uno.edu) for any questions.

Remove this form once a new tenant has occupied the space.