

LABORATORY DEMOBILISATION CHECKLIST

The purpose of this laboratory exit checklist to ensure that the laboratory space is left in a satisfactory safe condition once a project is completed or vacated for another group or to be used for another purpose. The completed checklist is to be given to the supervisor or head of school or centre/institute (as applicable).

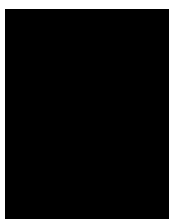
| Name: | Staff/Student ID : | | |
|------------------|--------------------|----|----------------|
| School: | | | |
| Building : | Room No.: | | |
| Supervisor: | | | |
| Action Items | Completed | | Not Applicable |
| | YES | NO | |
| Chemicals | | | |

All chemicals used by the research team have been removed from refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops and either:

- Are awaiting disposal as per Griffith Chemical Waste Disposal procedure
- Have been deposited to the designated collection point

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| Refrigerators have been emptied, defrosted, and cleaned as applicable. | | | |
| Storage areas occupied by this research group have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up. | | | |
| All materials involved in decontamination and cleaned up are labelled and packages as solid contaminated waste and disposed of as per Griffith guideline for the management of clinical and related waste. | | | |
| All bench tops have had disposable/lines covers removed from the work surface, and surfaces have been cleaned | | | |
| All keys to lockable chemical storage cabinets have been returned to the appropriate administrative officer | | | |
| All cupboards, cabinets, fridges, fume cupboards and lab benches are empty. | | | |
| Compressed Gas Cylinders | | | |
| Cylinders are properly labelled and secured | | | |
| Cylinders not in use are disconnected and capped and returned to Science Store | | | |

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Arrangements have been made for radioactive materials to be removed/relocated as appropriate through Chemicals and Radiation Safety Specialist (crs@griffith.edu.au).

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| Return Fire Warden cap, key, lanyard to appropriate authority. | | | |
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