

Lab Relocation Checklist

Planning a move? Whether it's one instrument, or a whole lab, across the hall or between continents, Agilent's CrossLab Relocation Service is with you every step of the way.

Use our handy checklist to make sure that you have everything prepared for your relocation:



Start planning your move, and establish key individuals and their roles within the relocation.

Assess the extent of your relocation – prepare an inventory of all equipment, instruments and materials that need to be moved.

Contact your Agilent relocation project manager and arrange a walkthrough and survey of requirements.

Make sure that your new destination is prepared for the equipment being moved. Please ask your Agilent representative for a site preparation guide, which will assist you with this task.

Arrange a final walkthrough with your Agilent relocation project manager and confirm which instruments are to be moved, and which will remain or be discarded. Remember to update your inventory.

Assist our engineers by arranging chemical waste pickup (if necessary) and complete a chemical run down.

Prepare your equipment for clearance and ensure that all low-priority work or projects have been completed.

Suspend all lab work and complete your equipment clearances. Once this has been done, you can begin procedures for vacating your facility.

Ensure any outstanding packing of instruments or equipment, including smaller items, such as software discs or cables, is completed and arrange final waste collection, if necessary.

Allocate an employee (if not yourself) to be on-site on the day of your move to be available to our relocation team. It is helpful, should any last-minute queries arise. Your project manager will be present also.

Complete your lab vacating procedure and make sure that you have final clearance from your lab manager.

Sit back, relax and allow our engineers to fully reinstall your equipment and complete testing to ensure that everything is back up and running as quickly as possible.

Need help with your move? Agilent is with you every step of the way. For more information on our Relocation Services, or to download our FREE infographic, visit www.agilent.com/en-us/promotions/relocation.