

# Planning a Lab Move?

## Essential Phases of a Laboratory Relocation

Moving temperature-sensitive biological materials requires careful planning and execution to ensure integrity and viability.



### First Steps



- Identifying potential vendors
- Understanding possible logistical challenges.
- Determine the budget.
- Coordinate an on-site walkthrough with a lab mover to evaluate logistics and confirm the project scope.
- Select a qualified lab relocation vendor experienced in managing complex moves.
- Request a formal quote, approve the scope and costs, then schedule the move

### Preparation

- Create a detailed inventory of all equipment and materials.
- Assess old and new equipment, identifying any issues.
- Assign an internal project lead.
- Work with the vendor to create a detailed move plan and timeline based on your operational needs.
- Prepare for the decommissioning of equipment.
- Implement a comprehensive contingency strategy.
- Determine the placement of all lab units and equipment at the destination to streamline setup.
- Ensure clarity and finalize the scope of work, deliverables, timing, and responsibilities.



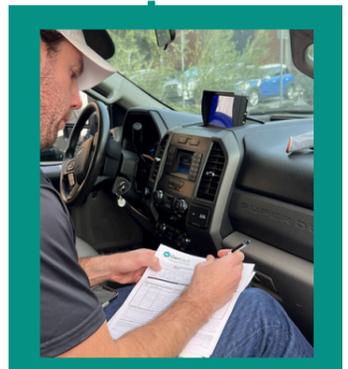
### Moving Day - Origin



- Inspect and verify the condition of storage units and materials before loading.
- Confirm the required operating temperature ranges for each unit.
- Technicians secure the units for transport and equip them with the appropriate monitoring equipment.
- Complete all required documentation and paperwork.

### Moving Day - Destination

- Thoroughly inspect cold storage equipment and materials for any signs of damage.
- Verify proper placement and function of each unit after setup.
- Collect all shipping and regulatory compliance documentation.
- Promptly address any issues with the delivery.



## Lab Move Success

**Timelines vary based on many factors, including the size of the move and contents.** Each move is carefully evaluated, and a personalized plan is created to safely and successfully relocate temperature-sensitive biological materials.

