

INTRODUCTION

Your Public Health Laboratory (PHL) will be moving to a new facility. Great! Now what?

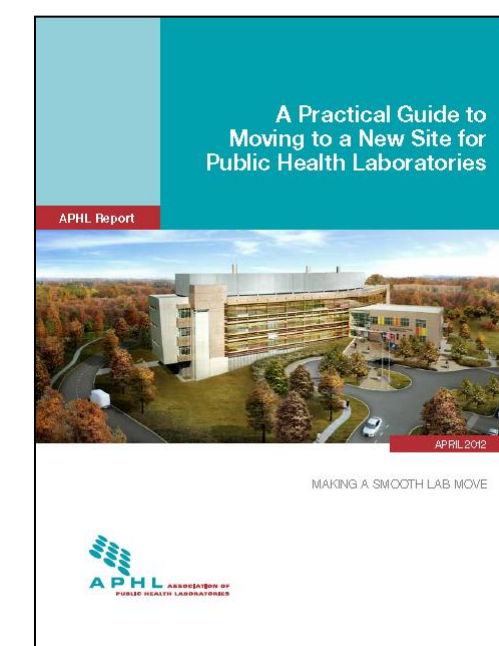
In April 2012, APHL published the first *Practical Guide to Moving to a New Site for Public Health Laboratories*. Since then, several APHL member laboratories have had firsthand experiences relocating their operations to more modern, more sophisticated facilities. In 2015, a follow-up moving guide and a Lab Matters article captured additional lessons learned to help take the stress out of moving a laboratory.

ADVANCE PREP

Advance prep should start a year out from the move, according to those who have been there. What do you spend that year doing? The top priorities:

- Ensuring funding
- Enlisting movers
- Preparing staff and clients
- Minimizing the amount of things you need to move

More advice and steps to take are included in the Practical Guide.



Detailed planning of the laboratory move in advance helped the New York State Department of Agriculture and Markets

SETTLING IN

The move isn't over once you get into the new facility. In fact, it can take up to a year to “shake down” the new space. Some suggestions:

- Test air handling systems before moving
- Coordinate with IT
- Check warranties
- Get staff comfortable with the new space

QUICK TIPS

Hot issues

What time of year are you planning your move? Could high temps make it hazardous to move the infectious disease collection? To avoid high-noon travel, switch your move time to early morning or night hours.

QUICK TIPS

Color-coding

In addition to color-coded labels on boxes, you can coordinate color-coding with calendars, task lists, and even emails. You'll be working with these categories for at least a year, so it's worth devising a quick and easy way to get the right people to pay attention to what they most need to see.

LESSONS LEARNED

Advice from laboratories with experience:

- Make sure your contract for moving instrumentation includes uncrating.
- Have an electrician and plumber on-site at the new facility during a move to resolve unexpected problems.
- If the old lab building has antiquated or few large scale freight elevators it is a good idea to have an elevator maintenance worker on hand there.
- Make absolutely sure the new lab has the power requirements you are expecting. Be there when it is tested.
- For doubling your laboratory space be prepared for your utility costs to triple.
- If you have a radioactive materials license, ensure that the regulatory authority has bought off on the decontamination plan for the old facility.

Sample Equipment Checklist

Equipment		Responsibility	
		All Staff	Other
Computers (PCs and Monitors)			
☐	Disconnect all cables from the data jack on the wall. You may leave the cord if it connects to the wall behind modular furniture that makes it difficult to retrieve.	☒	
☐	Unplug all cords and cables from the PC, monitors, and peripherals.	☒	
☐	Place all cords and cables into large bag and place in box with computer, monitor, and keyboard.	☒	
☐	Wrap each piece of equipment with bubble wrap and pack into moving box.	☒	
☐	Seal box with packing tape.	☒	
☐	Place labels on two sides of box in full view.	☒	
Projector			
☐	Same steps as computers.		Admin Staff
Fax Machines			
☐	Unplug all cords and cables and place in box with machine.		Admin Staff
☐	Remove paper tray(s) and label to identify the fax machine associated with it.		Admin Staff
☐	Remove toner cartridges or film and pack separately.		Admin Staff
Printers			
☐	Remove trays and label to identify the printer associated to tray.		Admin Staff
☐	Remove toner cartridges and pack separately.		Admin Staff
☐	Place labels on two sides of box in full view.		Admin Staff
Telephones			
☐	Disinfect your phone, unplug from voice jack, bubble wrap and place it with its cords with computer and monitor.	☒	

For More Information

More detailed information can be found at:
www.aphl.org/mrc, or
www.aphl.org/aphlprograms/research/knowledge-management

Acknowledgements

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