

Typical Research and Equipment Move Protocol

The following is a detailed list of instructions on what to expect when your lab is transported to its new location. It is important that the following steps are taken to insure safe transportation of your lab's equipment, furniture, and contents. Unless otherwise specified, all work below to be done by the Client.

Moving Equipment

■ Incubators

- Drain all fluids before moving. Allow up to 2 hours to drain some units.
- Check for any unusual electrical requirement (220V).
- Check with your service representative for tips to prep for moving.

■ Centrifuges

- All water-cooled units must be disconnected by a plumber.
- Most centrifuges require 220V service.
- Some units may require re-calibration after moving.
- Check with your service representative for tips to prep for moving.

■ Refrigerators

- All refrigerators must be emptied.
- Walsh Movers can supply your lab with coolers and dry ice before moving, if requested outside of the scope of this proposal
- Defrost freezers before moving. We are not responsible for water damage caused by leaking freezers.

■ Microscopes and Balances

- We encourage Professional Investigators to hand carry all microscopes and balances.
- Most units will require re-calibration after moving.
- Check with your service representative for tips to prep for moving.

■ Ovens

- Check for any unusual electrical requirements.
- Check with your service representative for tips to prep for moving.

■ Ice Machines

- All plumbing and electrical must be disconnected prior to moving.
- Unit must be emptied of all ice. Walsh Movers is not responsible for any water damage caused by leaking ice machines.

■ Scintillation Counters

- Check for any unusual electrical requirements.
- Check with your service representative for tips to prep for moving.
- Items will be moved on Walsh Movers lab carts. Do not box.

■ Water Purification Systems

- Must be removed from wall and serviced by a plumber.
- Arrange for a carpenter to hang at destination.
- Check with your service representative for tips to prep for moving.

■ Computer Equipment

- Disconnect all interface wiring. Screen, printer, drive, keyboard, and mouse should all be separated.
- Walsh Movers will supply keyboard bags before moving. Place your keyboard, along with all wiring and mouse in the bag. Label all components with a Walsh Movers moving tag, including the keyboard bag.
- Any critical information on hard drives should be backed up.
- Walsh Movers is not responsible for any information lost on hard drives during the course of moving.

■ Packing Tips

- Wrap all glass with white newsprint (supplied by Walsh Movers) which is what Walsh will also use to pack the remaining as identified in the walk-through.
- Cushion the bottom of the box with crumpled white newsprint.
- Individually wrap all glassware.
- Pack items snugly. Do not leave space for items to shift in boxes.
- Do not overload boxes or crates. They must be able to close.
- Label boxes or crates with contents. This will make unpacking quicker.

■ Items Walsh Cannot Move

- Solvents, corrosives, explosives, gas tanks, liquid nitrogen tanks, and chemicals of any kind. Check with your life safety department for your lab's policy, or make arrangements with a qualified licensed vendor(s).