



CLEARANCE FORM FOR LABORATORY EQUIPMENT/SURFACES

Laboratory personnel must complete and sign the below acknowledgement for the following work on equipment and/or surfaces:

- *Repairs*
- *Performing preventative maintenance*
- *Moving or disposing of laboratory equipment*

Equipment or materials involved include, but are not limited to, cold/warm rooms, refrigerators, freezers, incubators, pipes in cabinets, benchtops, etc.

List Designated Equipment/Area/Surface:

Location (e.g., Building, room #, hallway)

I acknowledge that the laboratory equipment, area or surface has been prepared appropriately for work or disposal. (e.g., materials moved/removed and cleaned with a mild detergent or appropriate disinfectant, suitable for the potential hazards.)

Investigator in charge(print name):

Date:

Phone:

Please note is there are any special instructions for Facilities:

As a precaution, it is recommended that Facilities Services personnel wear disposable gloves when handling equipment or while in cold/warm rooms.

When complete, tape this copy of the form to the equipment/area.

Notify or submit a work order to the Facilities Services Department when work/removal may be conducted. (X8955, repairs@usp.edu, <http://workrequest.usip.edu>)

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