

# Instructions for laboratory moves and/or terminations at Karolinska Institutet

Professional Services, Administrative Support

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**NOTE:** *This is a translation of the Swedish version (Anvisningar inför flytt och/eller avveckling av laboratorier vid Karolinska Institutet). In the event of any discrepancy between the versions, the Swedish version constitutes the official decision, and the Swedish wording will prevail.*



**Karolinska  
Institutet**



# Instructions for laboratory moves and/or terminations at Karolinska Institutet

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## Introduction

The following instructions shall be followed during laboratory and office moves and/or terminations to facilitate and optimize the move. Good planning will minimize risks for craftsmen, service engineers, laboratory staff and all other personnel as well as minimize risk of property loss and/or damage to equipment and/or scientific samples.

## Purpose

The purpose of these instructions is to clarify the procedures to follow in the event of moving or terminating activities in a laboratory environment. These instructions apply to all KI activities. These instructions shall be followed unless otherwise decided by the head of the department concerned.

## Roles and assignments

### Head of department or similar position

- appoints a moving coordinator when the whole department moves/is determined.

### Research group leader/core facility manager

- appoints a moving coordinator when a research group is moving.
- accountable for conducting a risk assessment prior to the move (templates available at the KI's staff portal).
- ensures that everything required for a safe move and proper termination of the previous facilities is available; Attachment 2.
- ensures that the previous laboratory areas are emptied and decontaminated.

- covers the cost of the move, unless otherwise specified by the head of the department.

## Procedures

Tasks for research group leader/core facility manager/lab manager

### Before the move

- Terminate the renting contract and check the notice period.
- Check that the new premises have the right risk classification for your laboratory needs.
- Contact the property owner about who is moving and where.
- Order disconnection of equipment connected to exhaust ventilation.
- Contact the assigned moving company from KI regarding the move. Agree on moving day(s), time to have a look on the items to move, number of moving boxes and labels to be delivered in advance.
- For questions regarding moving chemicals, contact the special chemist (assigned from KI) for advice.
- Inform all affected parties (intendent, facility management etc.; advice provided by departmental chemicals representative, departmental biosafety representative, radiation protection representatives).
- Perform a written risk assessment prior to the move, see template on KI's staff portal.
- Make an inventory list of all material (equipment, furniture etc.) that belongs to your laboratory and office area (indicate: what shall be moved, what shall be disposed, what needs decontamination, make sure that possible items/research materials that are donated/sold to other groups are marked with contact information; Attachment 2).
- Order transport for possible dangerous goods or other waste. (chemical waste, radioactive waste, biological waste, bins for paper and books, bulky waste etc.; Attachment 2).
- Order the transportation of sensitive equipment from the respective supplier.

- Prepare the new laboratory areas for the move (chemicals, radioactive materials, biological material, contaminated equipment, refrigerators, freezers, low-temperature freezers, electrical outlets (possible need for 3-phase), power connections and ventilation requirements for lab equipment, possible signs etc.; Attachment 2).
- Prepare the new office areas for the move (non-laboratory material such as books, stationaries, folders and other materials etc.; Attachment 2).
- Order pick-up of gas cylinders and order it for the new premises.
- Book general deep cleaning of the lab floor (cleaners are not allowed to clean other parts of the lab).
- Ensure that all equipment is labelled correctly (content, warning labels, destination, owner; Attachment 3).
- Ensure that all chemicals and biological materials are labelled correctly.
- Ensure that all documents are updated with the new locations (e. g.: risk assessments in KLARA, GMM applications).
- Ensure that keys, lock-combinations and access rights are available from the new facilities.
- Arrange the change of address and a mailbox at the new address.
- Arrange for move of fridges, freezers and content of the nitrogen tanks. Inform the facilities or companies for the alarm system.

## During the move

- Ensure that all decontaminated equipment is labelled with moving labels: “KI decontaminated equipment” or “KI non-laboratory equipment”.
- Turn off the alarm system for freezers, fridges and other equipment and turn it on again when the move is finished.
- Inform the transportation firm if special handling is needed for laboratory equipment.
- Emergency spill equipment must be available during transportation.
- Do not block evacuation routes.
- Within the same campus, freezers can be transported with biological materials, doors should be secured so they do not open during transportation.

## After the move

- All laboratory and office spaces should be emptied, cleaned, restored to its original design and labelled (labels: Desk Decommissioning Checklist, Lab Bench Decommissioning).
- Ensure that the decontamination of the laboratory areas has been conducted according to the risk assessments, and all warning signs and symbols are removed afterwards.
- Fill in “Certificate of resignation”, one per laboratory, attached with “Certificate of decontamination” and hand it over the property owner.
- Book appointment for inspection of the laboratory areas with intendent or other representative of your department, a representative from the Property Management Unit and when required a representative of the property owner (Swedish: fastighetsägare).
- If additional decontamination is required, this should be noted in the “Inspection- and action protocol”.
- Book a pick-up of moving materials from the moving company.
- Ensure that registers, permits, reports and licenses are updated according to the new facilities.
- The moving coordinator is responsible to follow up on the required actions.

More information is available in the attachments and on the KI's staff portal.

Attachment 1 Definitions

Attachment 2 Checklist – Laboratory Move

Attachment 3 Labels