

EH&S Project Closeout Checklist

| Completion Date & Initials | Plumbed Eyewash/Deluge Hose ¹ | Document Source | Task | Timeline |
|----------------------------|--|-----------------|--|--------------------|
| | All eyewash or deluge hose components tested and operational | PM / Cx | PM coordinates test with Plumbing contractor and Cx | Prior to occupancy |
| | Water pressure/temperature confirmed | | | |
| | Overhead Emergency Shower¹ | | | |
| | Water pressure/temperature confirmed | PM / Cx | PM coordinates test with Contractor, Cx and an Operations representative | Prior to occupancy |
| | Check for inspection tag: Tested and dated on inspection tag (month, year, initials) after installation | PM / Cx | PM coordinates test with Contractor, Cx and an Operations representative | Prior to occupancy |
| | Fire Safety | | | |
| | Oxygen sensor for storage of over 60 US gallons of cryogenic gases or other oxygen depleting substances. ² | PM | PM confirms that as-built condition does / does not require a sensor. Lab occupant has maintenance and testing contract in place. | Prior to occupancy |
| | Fire extinguisher mounted (10 lb. ABC), with current inspection tag | PM / Operations | Confirm | Prior to occupancy |
| | Compressed Gas Cylinder restraints installed (e.g., inside cylinder closets) | PM | Confirm | Prior to occupancy |
| | Corridor doors <ul style="list-style-type: none"> • Fire rating label is readable and as specified • Glass lites (e.g., Firelite) are stamped (embossed) with the fire rating of the glass. • Are self-closing • Closer is set for positive latching | PM | Confirm | Prior to occupancy |

| Completion Date & Initials | Laboratory Signage - Perform walkthrough with PM and EH&S for all signage requirements. | | | Timeline |
|--|--|----------------------------------|---------------------|--------------------|
| | "No Smoking" Signage (outside rooms or areas where hazardous materials are stored or used) | PM / EH&S | Furnish and install | Project Closeout |
| | Laboratory Placard template (inclusive of FDNY language requirement ³) ("LABORATORY - POTENTIALLY HAZARDOUS SUBSTANCES" posted at each laboratory entrance door to lab from corridor, or from interior hallways of space into laboratory area) | | | |
| | Placard inserts with laboratory hazard pictograms and emergency contact information | | | |
| | Label storage areas and equipment (Flammables, Acids, Eyewash, Shower, No Flammables in Refrigerator, Compressed Gas, etc. | | | |
| | Eyewash location/testing signage | | | |
| | Overhead emergency shower testing signage installed on or near shower | | | |
| | Posting and signage - "Caution Class IIIB Laser" or "Danger Class IV Laser" for areas containing Class IIIB or IV lasers | | | |
| | Provide RAM "Sign of Signs, as applicable" ⁴ | EH&S | Furnish and install | Prior to occupancy |
| | Baseline Radiation Survey completed by Radiation Safety personnel, where applicable | EH&S | | Prior to occupancy |
| | Hazardous waste, recycling guide, and 5Ls posted inside laboratories | EH&S | Furnish and install | Prior to occupancy |
| Non-Ionizing Radiation Safety Documents- MRI Unit | | | | |
| | Shielding Evaluation upon installation - <i>Magnetic fields</i> | EH&S | | Prior to occupancy |
| | Shielding Evaluation upon installation - <i>Radiofrequency</i> | EH&S | | Prior to occupancy |
| | Acoustic evaluation/vibration analysis upon installation | EH&S | | Prior to occupancy |
| Laser Safety Documents and Equipment⁵ | | | | |
| | Interlocks installed and functional for Class IV lasers as necessary. | EH&S w/installer confirmation | | Prior to occupancy |

| | | | | |
|--|--|-------------------------|---|---|
| | Chemical Dark Room⁶ | | | |
| | Silver recovery unit installation. EH&S to coordinate vendor installation. | EH&S | | Prior to installation |
| | Provide laboratory with chemical dark room procedures and log | EH&S | | At time of installation |
| | Provide a labeled scrap film container in chemical dark room or in appropriate area | EH&S | | At time of installation |
| | Additional Required Documents or Other | | | |
| | Biosafety Cabinet certification. Please visit https://research.columbia.edu/biological-safety-links-and-companies-accredited-certification-biological-safety-cabinets for a list of Columbia University approved vendors. ⁷ | Lab Occupant / PM | | For new cabinets, prior to occupancy. For relocated cabinets, prior to use. |
| | ATF Alcohol Storage Permit (if storing ethanol for laboratory distribution) | Lab Occupant / Operator | | Project Closeout |
| | Fume Hood Face Velocity Certification: after successful ASHRAE 110 ⁸ | EH&S | PM coordinates with laboratory following ASHRAE 110 | Project Closeout |
| | Confirm vendor maintenance contract and appropriate response protocol is in place for proprietary equipment with alarm systems | Lab Occupant / Operator | PM discusses with client | Project Closeout |
| | EH&S Documents and Supplies | | | |
| | Radioactive Materials (RAM) License | EH&S | | Prior to occupancy |
| | DEC Air Discharge Permit for RAM (if applicable) | EH&S | | Prior to occupancy |
| | Regulated Medical Waste containers (as needed) ⁹ | PM / Operations | | Prior to occupancy |
| | Spill kit present in lab or corridor, if applicable | Laboratory / EH&S | | Prior to occupancy |
| | DEA Controlled Substances - Lockbox installed prior to occupation of laboratory. ¹⁰ | Laboratory / PM | Laboratory/PM to agree on type and location of box. Box procured by Laboratory or PM prior to installation. | Consult EH&S prior to installation. |

REFERENCES

1. Columbia University Guidelines for Laboratory Design - <https://research.columbia.edu/sites/default/files/content/EHS/ProjectManagers/LaboratoryDesignGuideline2023.pdf>
2. Oxygen Sensors in Research Laboratories - <https://research.columbia.edu/o2-sensor-information>
3. New York City Fire Code - <https://www.nyc.gov/site/fdny/codes/fire-code/fire-code.page>
4. Radiation Safety Manual - <https://research.columbia.edu/sites/default/files/content/EHS/Manuals/RadiationSafetyManual.pdf>
5. Laser Safety Policy - <https://research.columbia.edu/sites/default/files/content/EHS/Manuals/LaserSafetyManual.pdf>
6. Silver Management for Wet Chemistry Photo Processing - <https://research.columbia.edu/system/files/EHS/Policies/SilverManagemenForWetChemistryPhotoProcessing.pdf>
7. Biological Safety Cabinet Policy- <https://research.columbia.edu/system/files/EHS/Policies/BiosafetyCabinets.pdf>
8. Chemical Fume Hood Use in Research Laboratories - https://research.columbia.edu/system/files/EHS/Policies/CFH_UseInResearchLabs.pdf
9. Regulated Medical Waste Policy <https://research.columbia.edu/system/files/EHS/Policies/RMW.pdf>
10. Controlled Substances Policy - <https://research.columbia.edu/system/files/EHS/Policies/ControlledSubstances.pdf>