

Feinberg School of Medicine Space Transfer Checklist

When space is transferred from one unit to another within FSM, or returned to faculty/staff leaving the University, it must be completely emptied of all chemicals and other hazardous materials, samples, equipment, files, and supplies, except as mutually agreed upon by both the unit giving up the space and the unit receiving the space. For billing/budgetary purposes, space is not considered transferred until the following are submitted to the FSM Office for Research:

- Completed space transfer checklist form with signatures of both units and the Dean's Office.
- Copy of completed lab closeout checklist (www.research.northwestern.edu/ors/forms/lab-closeout-checklist.doc) submitted to the Office for Research Safety.

Space to be Transferred:

Building(s): _____

Floor(s): _____

Room(s): _____

Unit giving up the space: _____

Unit receiving the space: _____

Agreed Upon Repairs/Renovations and unit responsible for costs: _____

Effective date of transfer: _____

Chemicals, biologicals, radioactivity, study samples, and any other hazardous materials removed
[Complete and attach ORS lab closeout checklist www.research.northwestern.edu/ors/forms/lab-closeout-checklist.doc.]

MED-Finance informed of effective date of transfer

Supplies removed

Equipment and furniture removed

Books, journals, and files removed

Existing phone lines transferred or disconnected

SIMS updated

Exceptions (i.e. items that will remain): _____

Authorized by:

Signature	Signature	Signature	Signature
Print Name	Print Name	Eric Boberg	Kevin Grzyb
Chair Relinquished Unit	Chair, Receiving Unit	Exec. Director Research	Space Information Manager
Unit	Unit	FSM Dean's Office	Facilities Management
		Unit	Unit