

## **Lab Move or Close-Out**

Whenever a laboratory is planning to close, move to another institution, or vacate a space for a move within Penn, a [NOTIFICATION OF LAB MOVE OR CLOSURE WEBFORM](#) must be submitted while the lab is still occupied. It may be submitted by anyone with information about the lab move or closure.

The PI and Lab Safety Coordinator may be contacted directly by EHRS staff and, if appropriate, they will receive a message directing them to complete a BioRAFT self-inspection to prepare the space for the upcoming move/closure. EHRS will then help guide the lab through the [Lab Close Out Procedures](#).

**The Notification of Lab Move or Closure Form is not a lab clearance request.** If you wish to submit a lab clearance request to have a space cleared prior to renovations or in preparation for a new occupant, use this form: [Lab Clearance Request Form](#). EHRS will then confirm the condition of the lab and post a sign on the door to communicate that the lab is cleared for renovation.