



LAB RELOCATION

We focused on planning, designing, and developing packaging methods to protect supplies, materials, and equipment during transport and storage. These positions require knowledge of packaging techniques, preservation methods, materials, and relevant regulations. Additionally, workers must understand how to prevent damage from environmental factors and handling during shipping and storage.

MATERIAL USED

- ✓ Standard Cartoon Boxes
- ✓ Book Cartoon Boxes
- ✓ Heavy Assets Boxes
- ✓ Masking Tapes (Brown & Fragile)
- ✓ Bubble Wrap
- ✓ News Print (Packing Paper)
- ✓ Stretch Film
- ✓ Color Coding Stickers
- ✓ Anti-Static Rubber band & Gloves
- ✓ Box Identification stickers
- ✓ Corrugated sheet
- ✓ Form Sheet & Slice Gel
- ✓ Anti-Static Bubble sheet



Information Technology Packing of Assets

- Packing of Lab Machines
- Packing of Files & Personal Belongings
- Packing of Servers, Storage devices, switches & Server Racks.
- Packing of Cafeteria
- Packing other assets (IP Phone, Paintings, Rack, Safe, FRFC, Plotter machines, other office assets, etc.)
- Packing of Heavy Machinery & Lab Equipment

What are the Components of a Laboratory Relocation?

To understand the environment in which a successful laboratory relocation is properly managed and executed, it is helpful to visualize the project as a structure having four supporting pillars:

- Communication Management
- Understanding Laboratory Operations
- Comprehensive Relocation Plan and Budget
- Move Management and Execution

Each of these pillars require the skills to manage and execute the tasks required of each, and it is necessary to have a clear understanding of the interrelatedness of how each of these functions work and react together as a project system.



Supporting your lab's growth through effective relocation

Where Should I Start with a Lab Relocation?

Laboratory relocation begins with proper planning. A well organized and well executed lab relocation requires an understanding of all the moving parts (the analogy is trying to change the wheels of a car as it's moving), identifying weak links in the chain of accountability, putting the right resources where they need to be and an excruciating attention to detail to properly manage and execute the move.

The Project Initiation Phase is the first phase where the desire to relocate goes beyond the idea stage, begins to take shape and translates into concrete decisions for the move. It is in this phase where the laboratory to be relocated is chosen as well as the design/build team architects, lab planners, engineers, general and specialty contractors and consultants and relocation project manager.

What are the Steps to Consider for a Lab Relocation?

1. Communications Management

Establishing a communication channel and a process to identify and determine procedures for decommissioning and recommissioning laboratory instrumentation.

2. Understanding Laboratory Operations

A thorough understanding of laboratory operations and needs by a formal "discovery" process, including interviews/questionnaires of key laboratory and administrative personnel.

3. Comprehensive Relocation Plan

A comprehensive relocation plan that will ensure continuity of operations and minimize disruption of operations and mission.

4. Budget Development and Management

A budget developed accounting for all direct and indirect costs associated with the migration.

5. Move Management & Execution:

Overseeing and managing the de-installation, relocation and reinstallation of all equipment at the destination.



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What are the Top Challenges in a Lab Relocation?

Many laboratory relocations are unfortunately disorganized, or badly executed. In many cases, laboratory relocation projects are undertaken internally with a limited understanding of the required skillset and complexity involved. Responsibility for relocations are also often delegated to owner's project managers (OPM) who, though fluent in new project construction, may not have the required technical understanding of laboratory instrumentation, the service & support requirements and other critical considerations that affect relocation project phasing & the overall relocation plan.

Bench level knowledge of the assets, laboratory workflows and an understanding of lab personnel requirements for them to perform their daily tasks, is critical. This effectively establishes credibility and cooperation amongst diverse cross functional teams including scientists, facilities, lab management and support personnel within the organization.

An Experienced Lab Relocation Partner

OneWorld focuses on lab relocations and knows any successful move results from careful planning, efficient harmonization and proper execution, often within strict timelines and production schedules.

Our business and lab relocation engineers and project managers are aligned to operate with your outcomes in mind. We are customer-outcome focused in order to protect and grow your business. Our engineering services and project management team coordinates with the mover to ensure your valuable analytical instrumentation is securely and safely moved, and then re-qualified at the destination site.

At OneWorld we understand that the success of your laboratory depends on your peace of mind. Solving the problem of how to move, on time, on budget, with minimal disruption so you can return to your science uninterrupted is what we do.

If you are planning a lab relocation, Overbrook is ready to provide you with better science, better service, and peace of mind



How Does Equipment Type Factor into the Lab Relocation?

The type of equipment and instrumentation in your lab plays a significant role in the activities required to relocate. From general lab equipment like balances, pH meters, centrifuges, and incubators, to analytical lab equipment like HPLC, LCMSMS and NMRs, the way these instruments are benchmarked, shut down, packed, shipped, installed and qualified in addition to the scope of your operational goals directly influences relocation planning.

How Do You Manage and Mitigate Unexpected Problems in a Lab Relocation?

With so many moving parts, in addition to strict time frames and production schedules, a lab relocation presents a variety of risks. To mitigate these risks contingency planning for various scenarios is essential. Your plan should be expected to change, and how you make decisions based on these changes will play a critical role in the success of your move. An experienced lab relocation specialist is an excellent resource in this regard. Understanding the complexity and designating a qualified relocation manager to properly manage a laboratory relocation is a critical decision.

Understanding all the complexity, identifying weak links in the chain of accountability, putting the right resources where they need to be, and excruciating attention to detail is a prerequisite to properly manage and execute the project.



In Determining Site Preparedness, Several Factors Need to Be Considered:

- Have the architectural plans been updated to reflect all the changes of project plan?
- Are the utility requirements consistent with the manufacturer's operational requirements?
- Have bench placement and instrumentation dimensions been determined with consideration of maintenance service clearances and instrumentation nymbilical requirements?
- Have utility chain support systems (gas, electrical, venting etc. been properly determined, updated and is there a test plan in place prior to installation of the instrumentation?

A lab relocation is one of the most critical and costly events in the life of a business. A successful laboratory relocation is comprised of a set of complex, interactive activities that require careful planning, efficient coordination, and proper execution.

Lost productivity, lost revenue, lost clients, and a lost reputation can easily be the consequence of a disorganized relocation. OneWorld provides comprehensive management of the relocation process of which site preparedness is a crucial part of an organized laboratory relocation.

THANK YOU!