
Facilities and Services Division – Space Management

1 PRE-HANDBACK BUILDING CHECKLIST

1.1 What is the building being repurposed for?

1.2 What level of make good is required to meet the purpose in 1.1?

1.3 Is a significant furniture audit required? Yes / No

1.4 Other notes

2 LOCAL AREA (OCCUPANT) CHECKLIST - ALL AREAS

2.1 Pre-Handback Task Completion Checklist

No.	Task	Complete?
2.1	Liaise with Drill Hall Gallery - Removal / Relocation of Artwork	
2.2	Update First Aid Attendant List	
2.3	Notify space@anu.edu.au of changes to Building Custodians	
2.4	Update Warden Lists	
2.5	Liaise with ANU Parking to Relocated Authorised/Blade Parking signs etc.	
2.6	Relocate First Aid Kits, Spill Kits, Breathing Apparatus, Radiation and Chemical Suits etc., as required/necessary	
2.7	Collect All Keys and return to Space Management at F&S	
2.8	Make necessary changes to ANU Directory	
2.9	Local area to notify ITS of relocation	
2.10	Local area to notify Mailroom of relocation	
2.11	Removal of Cardax access to building	
2.12	Notify FS.Building.Cleaning@anu.edu.au of changed cleaning / rubbish / recycling requirements.	
2.13	Arrange removal / relocation of third party/leased Vending and Coffee Machines etc.	
2.14	Removal or disposal of all Personal and College/School/Centre etc. items, including books, journals, paperwork etc.	
2.15	All confidential material removed or disposed of by local area (this includes exam papers, student work and all administrative paperwork)	
2.16	Kitchen / Common Areas – to be left clean and tidy, Fridges/Freezers to be defrosted and cleaned out, door left ajar.	
2.17	All rubbish and recycling bins to be left empty	
2.18	Local area to dispose of all hard drives, and all electronically stored files, (including but not limited to CD's, DVD's, Tape, USB's etc.)	
2.19	All Staff Amenities Fund Equipment Returned or Relocated	
2.20	Local area to arrange removal/relocation of Photocopiers, MFD's etc.	
2.21	All egress corridors to be left free and clear	

2.2 Local Area (Occupant) - Sign off tasks completed above

School Manager
Name: Signature:

3 SCIENTIFIC AND RESEARCH AREAS CHECKLIST¹

3.1 Scientific and Research Area – Pre-Handback Task Completion Checklist

No.	Task	Complete?
3.1	Fridges, Freezers and any equipment that is being left behind is to be decontaminated and any fridge/freezer which has been used for scientific work is to be rendered un-usable at any point in the future.	
3.2	All lab contents & equipment that pose a potential for chemical, biological & radioactive hazards are to be dealt with as per ANU regulations & safety standards	
3.3	All sinks, cold or constant temperature rooms, U/P Traps, S Bends or Sediment traps to be cleaned and decontaminated	
3.4	All fume cupboards to be decontaminated	
3.5	PC2/QC2 (or equivalent) surrender certificates provided to F&S	
3.6	All chemicals relocated or disposed of	
3.7	Clean all Sinks, Labs and Scientific Spaces	
3.8	Pressure Vessels - Registration	
3.9	All Scientific equipment, consumables and materials removed	

3.2 Scientific and Research Area - Sign off tasks completed above

Radiation Safety Officer
Name:
Signature:
Biological Safety Officer
Name:
Signature:
Chemical Safety Officer
Name:
Signature:
Local WHS Officer
Name:
Signature:

¹ in accordance with the Vacating Research Facilities Policy (ANU Work Environment Group)