

## Yale EHS Laboratory Commissioning Checklist

Building: \_\_\_\_\_ Room/Floor: \_\_\_\_\_  
 Department: \_\_\_\_\_ Occupant(s): \_\_\_\_\_  
 Date Surveyed: \_\_\_\_\_ By: \_\_\_\_\_

Category or System	Condition Description	Yes	No	N/A
Construction Work	Active work completed and space clean for occupancy?			
Room Occupancy and Ownership	Intended occupants known and documented in YEHS IT systems?			
Door Signage	ID card and hazard warning label holders present?			
Gas Shut-Off	If gas is supplied to space, is/are shut-off valving readily-available and clearly labeled at lab entry?			
Fire Protection	Room smoke/heat detection and/or sprinklers tested and certified by YFM?			
	At least one appropriate fire extinguisher per lab room?			
Phone Emergency Contacts	Land-line phones posted with emergency contact information?			
HVAC Systems	General HVAC systems balanced and certified to design?			
Fume Hoods	Appropriately located away from doors and high traffic, no overhead supply or exhaust diffusers within 5 – 8’?			
	Appropriate style?			
	Inventoried into YEHS IT system?			
	Balanced and certified by project?			
	Retested by YEHS, verified, and labeled?			
Biological Safety Cabinets	Appropriately located away from doors and high traffic, no overhead supply or exhaust diffusers within 5 – 8’?			
	Appropriate style?			
	Inventoried into YEHS IT system?			
	On YU service and maintenance contract?			
	Tested, certified, and labeled by YU contractor?			
Compressed Gas Cylinders	Adequate/appropriate securing means?			
	For manifolded systems - YEHS approved device?			
	For manifolded systems – YEHS posting?			
Autoclaves	Inventoried into YEHS IT system?			
	Steam capture and removal for larger units?			
	Spore challenge tested, certified, and labeled by YEHS?			
	YEHS Autoclave Safety posting?			
Emergency Eyewashes	Inventoried into YEHS IT system?			
	At least one eyewash per room?			
	Appropriate style?			
	Signage?			
	Tested and labeled?			
Emergency Showers	Inventoried into YEHS IT system?			
	At least one per 50 – 75’ and no more than one door?			
	Appropriate style?			

