

Northeastern University
Work Order Checklist for labs



Instructions: Lab workers must **(1)** complete this form and **(2)** attach it to the area where the work order will be completed at the time they submit the work order. If Facilities arrives to do the work and the form is missing or incomplete, they will not do the work. Re-submit work request and complete form appropriately.

WO # _____

Lab contact name _____

Contact's phone # _____

Is area for the work:

1. Clear of all lab chemicals?
 yes no → fix before proceeding
2. Clear of lab supplies and experiments?
 yes no → fix before proceeding
3. Have surfaces been wiped down/decontaminated to remove any possible chemical/biological/radiological residues?
 yes no → fix before proceeding
4. Related to a sink? If so, is under the sink clear of all chemicals (other than household cleaners) & equipment?
 N/A yes no → fix before entering work order

Facilities use only:

Conditions agree with form? yes no

Comments:

Northeastern University
Work Order Checklist for labs



Instructions: Lab workers must **(1)** complete this form and **(2)** attach it to the area where the work order will be completed at the time they submit the work order. If Facilities arrives to do the work and the form is missing or incomplete, they will not do the work. Re-submit work request and complete form appropriately.

WO # _____

Lab contact name _____

Contact's phone # _____

Is area for the work:

1. Clear of all lab chemicals?
 yes no → fix before proceeding
2. Clear of lab supplies and experiments?
 yes no → fix before proceeding
3. Have surfaces been wiped down/decontaminated to remove any possible chemical/biological/radiological residues?
 yes no → fix before proceeding
4. Related to a sink? If so, is under the sink clear of all chemicals (other than household cleaners) & equipment?
 N/A yes no → fix before entering work order

Facilities use only:

Conditions agree with form? yes no

Comments: