

Appendix 1 – Office/ Laboratory Space Acquisition Checklist

Name of Faculty		Division	
On-board Date		Space Involved	<input type="checkbox"/> Office <input type="checkbox"/> Laboratory

A. Office Space Take Over *(complete this section if applicable)*

Office location: _____ *(input unit number)*

S/N	Item	Status			Remarks
		Yes	No	N.A	
1.	Office has been renovated as per designed (if applicable)				
2.	Services such as lights, air-con, electrical supply are in working condition				
3.	Office furniture (desk, chairs, pedestal, shelves, etc) are in good working condition without sign of defects				
4.	Access to office is granted and/or key(s) issued				
5.	Infrastructure related components such as doors, windows (if any), flooring, walls, ceiling board are in satisfactory condition with no signs of defects				
6.	LAN point, wireless network are provided and working				
7.	Laptop issuance and configuration together with MPS printing is completed				
8.	Redundant or unwanted items are removed from the office				
9.	The space is cleaned and fit for occupancy				
10.	Any other special provisions not listed (if any):				

B. Laboratory Space Take Over *(complete this section if applicable)*

Lab location(s): _____ *(include any other common spaces allocated, e.g. fridge room, chemical store, equipment room, etc)*

S/N	Item	Status			Remarks
		Yes	No	N.A	
1.	Lab has been renovated as per designed (if applicable)				
2.	Services such as lights, air-con, electrical supply, water are in working condition				
3.	Lab furniture (shelves, cabinets, etc) are in good working condition without sign of defects				

4.	Access to the lab is granted and/or key(s) issued				
5.	Infrastructure related components such as doors, windows (if any), flooring, walls, ceiling board are in satisfactory condition with no signs of defects				
6.	LAN point, wireless network are provided and working				
7.	Redundant or unwanted items are removed				
8.	The space is cleaned and fit for occupancy				
9.	Emergency items such as first aid box and chemical spill kit are provided				
10.	CCTV installed and working for the lab				
11.	Provision for chemical storage in place with storage quantity made known				
12.	Fume hoods (if any) tested and in working condition				
13.	Emergency eyewash/ shower station provided and tested in working condition				
14.	Fire extinguisher(s) provided in the laboratory				
15.	Any other special provisions not listed (if any):				

Acknowledgement and approval

1. Hand over by SPMS Facility

Name & Signature: _____

Date: _____

2. Hand over by SPMS IT

Name & Signature: _____

Date: _____

3. Acknowledgement by faculty member

I acknowledge that the above-mentioned space has been checked and found to be in satisfactory condition.

Faculty Name & Signature: _____

Date: _____

4. Witnessed by (witness should not be in the same Division as the faculty member)

Name & Signature: _____

Date: _____

5. Approved by HOD

Name & Signature: _____

Date: _____

Return this completed form to SPMS FISH for record keeping

Appendix 2 – Office/ Laboratory Space Exit Clearance checklist

Name of Faculty		Division	
Date of exit		Space Involved	<input type="checkbox"/> Office <input type="checkbox"/> Laboratory

A. Returning of office space *(complete this section if applicable)*

 Office location: _____ *(input unit number)*

S/N	Item	Status			Remarks
		Yes	No	N.A	
1.	Services such as lights, air-con, electrical supply are in working condition				
2.	Office furniture (desk, chairs, pedestal, shelves, etc) are in good working condition without sign of defects				
3.	Issued keys returned to the Division				
4.	Infrastructure related components such as doors, windows (if any), flooring, walls, ceiling board are in satisfactory condition with no signs of defects				
5.	Redundant, unwanted or personal items are removed from the office				
6.	LAN point, wireless network are in working condition				
7.	Issued IT equipment (desktops, laptops or tablets) are accounted for and will return to the School IT or Division				
8.	Backup of emails from those desktop, laptop and tablets completed				
9.	Assets management: Asset items (e.g. equipment) are returned to the Division or School and properly accounted (attach a separate listing of asset for clearance with SPMS Finance)				
10.	Any other special provisions not listed (if any):				

Note: The office is to be locked and prevent from unauthorized access (security access to be cleared) once the office space is returned to the Division

B. Returning of laboratory space *(complete this section if applicable)*

Lab location(s): _____ *(include any other common spaces allocated, e.g. fridge room, chemical store, equipment room, etc)*

S/N	Item	Status			Remarks
		Yes	No	N.A	
Items to be checked by SPMS Facilities					
1.	Services such as lights, air-con, electrical supply, water are in working condition				
2.	Lab furniture (shelves, cabinets, etc) are in good working condition without sign of defects				
3.	Issued keys returned to the Division				
4.	Infrastructure related components such as doors, windows (if any), flooring, walls, ceiling board are in satisfactory condition with no signs of defects				
5.	Redundant or unwanted items are removed				
6.	CCTV still working for the lab				
7.	Items within the fume hoods are cleared and fume hoods are in working condition				
8.	Emergency eyewash/ shower station in working condition				
9.	Fire extinguisher(s) remain in the laboratory				
10.	Housekeeping for the lab areas carried out and condition satisfactory for exit clearance				
11.	Any other shared or storage location are cleared for exit clearance				
12.	Any other special provisions not listed (if any):				
Items to be checked by SPMS IT					
1.	LAN point, wireless network are provided and working				
2.	Issued IT equipment (desktops, laptops or tablets) are accounted for and will return to the School IT or Division				
3.	Backup of emails from those desktop, laptop and tablets completed				
4.	Any other special provisions not listed (if any):				

Items to be checked by SPMS Safety					
1.	Emergency items such as first aid box and chemical spill kit are still around (check for adequacy)				
2.	Biological materials, chemicals, lab samples and consumables are transferred or disposed of from the lab unit				
3.	Statutory equipment registered with MOM are to be de-registered if no longer needed				
4.	Radiation materials/ apparatus are transferred or disposed of from the lab unit				
5.	TLD badges are returned to the designated person-in-charge for return to NEA				
6.	Hazardous wastes (biological or chemical) are disposed of from the lab unit				
7.	Any other special provisions not listed (if any):				
Others					
1.	Assets management (by SPMS Finance) Asset items (e.g. equipment) are returned to the Division or School and properly accounted (attach a separate listing of asset for clearance with SPMS Finance)				

Note: The Lab is to be locked and prevent from unauthorized access (security access to be cleared) once the Lab space is returned to the Division

Acknowledgement and approval

1. Hand over by faculty member

Name & Signature: _____

Date: _____

2. Acknowledgement by SPMS FISH & SPMS Finance

I acknowledge that the lab space has been checked and found to be in satisfactory condition.

Facility sign-off (Name & Signature): _____

Date: _____

IT sign-off (Name & Signature): _____

Date: _____

Safety sign-off (Name & Signature): _____

Date: _____

Finance sign-off (Name & Signature): _____

Date: _____

3. Witnessed by (witness should not be in the same Division as the faculty member)

Name & Signature: _____

Date: _____

4. Approved by HOD

Name & Signature: _____

Date: _____

Return this completed form to SPMS FISH for record keeping