



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Vacating and Off-boarding Procedures for Laboratories, Research Projects and Office Spaces

FACULTY OF SCIENCE MEDICINE AND HEALTH (SMAH)

SECTION 1 – PURPOSE

This vacating and off-boarding procedure serves four main purposes:

- to ensure that when a laboratory is being vacated (or refurbished) it is clear of all hazards, left in a safe and decontaminated state, and ready for occupancy (or for contractors to carry out their work),
- to ensure that when an office or general area is being vacated, it is left in a safe, clean and tidy manner and ready for the next occupant,
- to reallocate any Honours and HDR students to a new supervisor and allocate project codes for the distribution of remaining funds, and
- to ensure that when a researcher completes their project, the work area is clear of all hazards and left in a safe and decontaminated state (including any associated office areas).

SECTION 2 – SCOPE

This procedure is relevant to researchers/staff; leaving UOW, relocating to a new space or students/volunteers completing a research project.

SECTION 3 – SUPPORTING DOCUMENTS

[Appointment of Visiting Honorary Academics Policy](#)

[Appointment of Visiting and Honorary Academics Procedure](#)

[Asset Disposal Policy](#)

[Asset Management Policy](#)

[Code of Practice – Responsible Conduct of Research](#)

[Higher Degree Research \(HDR\) Supervision and Resources Policy](#)

Laboratory Vacating/Decommissioning Checklist

[Records Management Policy](#)

[Request to Invite a Visiting/Honorary Academic](#)

Research – Project Completion Form

Vacating Office/General Areas Checklist (including Research Admin Checklist)

[Work Health and Safety Policy](#)

SECTION 4 – PROCEDURES AND GUIDELINES

4.1 Vacating and Off-boarding Checklists

There are three key checklists relevant to this procedure:

- [Laboratory Vacating/Decommissioning Checklist](#)
- [Vacating Office/General Areas Checklist](#) (including Research Admin Checklist)
- [Research – Project Completion Form](#)

4.2 Using the Vacating and Off-boarding Checklists

The process for using the checklists is summarised in Figure 1 on the following page. It also includes detail regarding the timing of the main steps in the process and who the key stakeholders are.

4.3 Honorary Academic Appointments

- 4.3.1 The *Request to Invite a Visiting/Honorary Academic* will need to be completed by the academic in the event that they are seeking an Honorary Academic Appointment. Refer to the *Appointment of Visiting Academics Policy* and *Appointment of Visiting and Honorary Academics Procedure* for further guidance.

Note; in accordance with the *Appointment of Visiting and Honorary Academics Policy*; “*Visiting and honorary appointees will normally be provided with access to a workstation by the host faculty/research institute pending availability. A workstation would normally be located in a shared space. Access to research facilities such as laboratories must be negotiated on a case by case basis with the host academic unit.*”

- 4.3.2 If the academic leaving UOW is seeking an Honorary Academic Appointment and has requested a laboratory space, a discussion will need to occur with the Head of School, School Manager and area Technical Officer to determine the most viable option within the available space requirements.
- 4.3.3 If the academic leaving UOW has remaining Honours or HDR students then *Section 6 – Research Administration* of the *Vacating Officer/General Areas and Research Admin Checklist* and the *Change in Supervision Application* must be completed.
- 4.3.4 If the academic leaving UOW has any current grants, commercial agreements or consultancy work then they must contact research operations (research-operations@uow.edu.au) to discuss research funding and project commitments.
- 4.3.5 Note, the *Request to Invite a Visiting/Honorary Academic* will not be processed until the relevant vacating and off-boarding checklists have been confirmed as completed.

4.4 Laboratory Vacating/Decommissioning Checklist – Completion Issues

- 4.4.1 With reference to Figure 1, in the event that the mid-point check identifies potential issues regarding the completion of the Laboratory Vacating/Decommissioning processes, a discussion will occur between the relevant School Manager, Senior Manager Research Operations and Research Infrastructure Support Manager.
- 4.4.2 This group will then determine the most appropriate course of action to ensure the requirements of the Laboratory Vacating/Decommissioning Checklist are completed within the required timeframe.
- 4.4.3 Either the Senior Manager Research Operations, the Research Infrastructure Support Manager, or a nominated representative will then assist in the facilitation of the completion of the Vacating/Decommissioning process and be present at the Final Check.

4.5 Filing

After the relevant checklists have been completed, approved, and reviewed by the relevant School Manager, they will be filed in the following location:

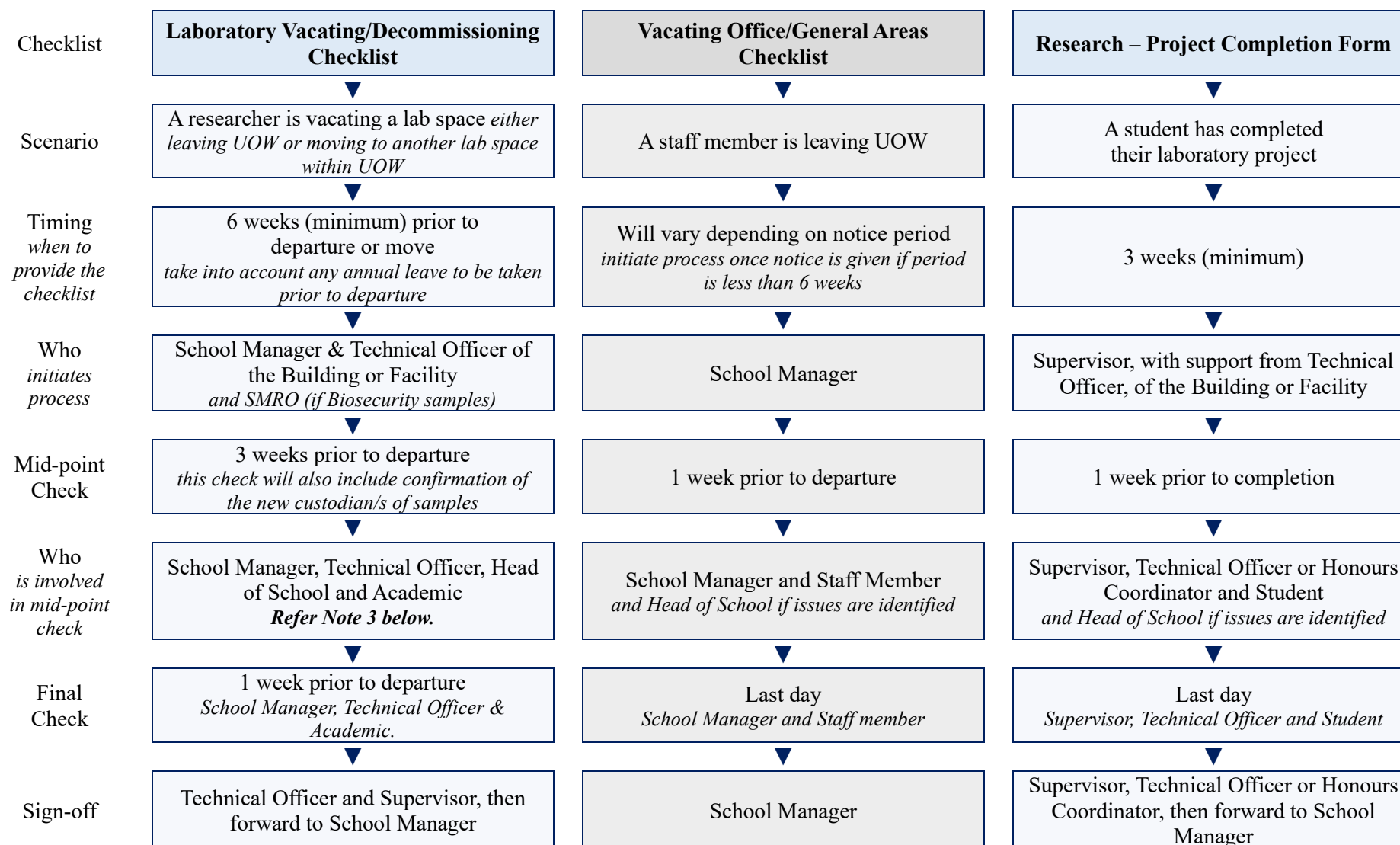
S:\SMAH WHS\Operations\Spaces - Onboarding and Offboarding.

The relevant School Manager will also advise the Senior Manager Research Operations of any Laboratory Vacating/Decommissioning Checklists that have been completed.

SECTION 5 – VERSION CONTROL AND CHANGE HISTORY

Version	Release Date	Developed by	Approved by	Amendment
1	01/11/23	SMAH Operations Manager and School Managers	Faculty Executive Manager and Executive Dean	First version

Figure 1 – VACATING AND OFF-BOARDING PROCEDURE FLOWCHART



- Notes:
- (1) If a researcher is vacating a laboratory and office space, they will need to complete BOTH the **Laboratory Vacating/Decommissioning Checklist** and **Vacating Office/General Areas Checklist**.
 - (2) All completed checklists are to be filed in the following location: S:\SMAH WHS\Operations\Spaces - Onboarding and Offboarding and the SMAH Senior Manager Research Operations advised of the completion of any **Laboratory Vacating/Decommissioning Checklists**.
 - (3) In the event that the mid-point check for the **Laboratory Vacating/Decommissioning Checklist** identifies any issues, the School Manager, Senior Manager Research Operations (SMRO) and Research Infrastructure Support Manager will develop an appropriate course of action. One of these representatives (or appointed delegate) will then be present at the Final Check in addition to the individuals nominated in Figure 1. Refer to Section 4.4 for further detail.