FlagShip™
LAB SERVICES

Plan for your Laboratory's success

Define an initial Scope of Work with this simple checklist

There are several environments and many systems to consider when planning a research or laboratory facility – whether outfitting a new lab or retrofitting an existing space. Part of that planning should include establishing and assigning responsibility for the facility and lab services required to keep your laboratory operating at peak efficiency and safety.

This guide outlines the items that Flagship considers when reviewing the services that may be required in a laboratory. It may help provide insight into the types of facility and lab services you should consider for your facilities and which party is responsible for maintenance, repair, and ongoing support.

Life Sciences Facilities & Lab Services

System	Equipment / Service	Self-Perform	Third-Party
Auxiliary	Air Compressors		
	Vacuum pumps		
Electrical	Generators: Testing and maintenance		
	Automatic Transfer Switch (ATS)		
	E-Generator Load Bank		
	Electric Meters		
	Electrical Circuits and Panels		
	Emergency Generators		
	Lights fixtures, ballasts and switches		
	Uninterrupted Power Supplies (UPS)		
Elevator	Emergency phone		
	Coordination service/repair/PM		
Exterior	Pest control		
	Roof		
	Runoff oil/water separator (catch basin)		
General	CMMS – Work order system		
	Overhead doors		
	Grease trap(s)		
	Ice machine(s)		
	Landlord/tenant coordination		
	Utility meter reading		
	Vendor coordination / management		
HVAC	Air handling units (AHUs)		
	Boilers		
	Building automation management systems		
	Chilled water treatment		
	Chillers		
	Condensate pumps		
	Condensers		
	Cooling towers		
	Exhaust air handling units (EAHUs)		
	Exhaust fans		
	Exhaust hood/duct		
	Fume hood/duct		
	Heat exchanger		
	HVAC pumps		
	Lab exhaust fans		
	Terminal units (FCU, VAV, etc.)		
	Variable Frequency Drives (VFD)		
Interiors	Ceilings replace/repair		
	Change bulbs		
	Doors and hardware		
	Drywall, patch and paint		
	Furniture install/deinstall		
	Whiteboard/hanging		

System	Equipment / Service	Self-Perform	Third-Party
Lab Support	Autoclave		
	Consumables - Ordering		
	Consumables - Stocking and Distribution		
	Decontamination - general lab		
	Dry Ice - unpack/restock		
	Equipment set up		
	Freezers (-80, -20, 4) temp check		
	Freezers (defrost)		
	Glasswash		
	Incubators - set up, water check		
	Lab Gases Management		
	Lab relocations and set up		
	Media/Buffer Prep		
	PPE - Stocking/Distribution		
	Shipping and receiving		
	Solvent/Alcohol benchtop stocking		
	Tissue Culture - Stocking		
	Vendor Management		
	Waste Mgmt / Biohazard Bins		
	Wastewater Readings		
	Other Lab Equipment		
Life Safety	Fire Alarm		
	Emergency exit signs and lighting		
	Fire Extinguishers		
	Fire Suppression (Dry)		
	Fire Suppression (Wet)		
Logistics	Loading Dock		
	Mailroom		
Office Support	Kitchen/Pantry - Stocking		
	Office Supplies		
	Procurement Support		
	Reception		
	Vendor Management		
Plumbing	Backflow Prevention Devices		
	Booster Pumps		
	Domestic water heater		
	Gas manifolds		
	Humidification systems		
	pH Neutralization Systems - MWRA		
	Plumbing Fixtures and drains		
	Process water systems (RODI)		
	Storm water drain system		
	Sump pump		
	Water booster pumps		
	Water filters		
	Water Meters		
	Water Sensor		
	Water Treatment System		
Safety/Security	Eye Wash/Safety Shower		
	O2 Detectors		
	Refrigerant Monitors		
	Card Access		
Testing & Certification	Biosafety Cabinets		
	Clean Rooms, specialty spaces		
	Fume Hoods		
	Snorkels		
	Animal Transfer Stations		
	Animal Racks		

Notes

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